



Team Coordinator – Role Description 2023

UCDVO is seeking applications for the role of Team Coordinator on the **UCDVO 2023 Volunteer Programme**. The Programme is a 10 month commitment which includes weekend workshops and four weeks of overseas volunteering with an overseas partner.

Project countries currently include India, Tanzania and Uganda. Team Coordinators form a crucial part of the UCDVO Programme as they are responsible for supporting volunteers, communicating with local partner organisations and assisting with project planning, implementation and evaluation.

Team Coordinator Criteria:

- ✓ Applicants can be UCD staff/faculty members, graduate, post-graduate or mature students. Applications also welcome from outside of the UCD Community.
- ✓ Relevant professions include teacher; international development worker; community/youth work; public health; finance; business or management.
- ✓ Aged 24 or above.
- ✓ Experience living or working internationally.
- ✓ Experience leading or managing teams.
- ✓ Experience working with student groups.
- ✓ Excellent communicator with an ability to engage a diverse range of people and stakeholders.
- ✓ Good judgement and a strong focus on health, safety and security.
- ✓ Commitment to upholding UCDVO policies and procedures as outlined during the Programme.
- ✓ Interest in international development or humanitarian aid work.
- ✓ Ability to commit to the [Programme for the Year](#) with sufficient free time at weekends / evenings to assist with project preparation and reporting.

Roles and Responsibilities include:

- ✓ Participating in project planning meetings.
- ✓ Coordinating monthly meetings with Student Leaders.
- ✓ Communicating project activity plans to volunteers and ensuring they are sufficiently prepared to deliver the project tasks.
- ✓ Coordinating project activities and logistics in collaboration with local partners and UCDVO Manager.
- ✓ Leading regular team meetings and reflective sessions during project time.
- ✓ Supporting volunteers in deepening their understanding of development issues.
- ✓ Upholding all UCDVO policies and procedures and ensuring the volunteers are undertaking project work in line with policies and procedures.
- ✓ Conducting review meetings with local partners overseas.
- ✓ Monitoring health, safety and security of volunteers throughout the project.
- ✓ Communicating with UCDVO contact points throughout the project.
- ✓ Preparing end of project reports.
- ✓ Attending review meetings with the UCDVO Manager.

Volunteer teams are generally between 5 and 15 people and include two Team Coordinators and two Student Leaders. All of the above tasks are carried out in close collaboration with UCDVO staff and support is provided throughout the Programme.

Costs:

Team Coordinators participating in the programme have a minimum fundraising target of €1,850 which must be reached according to the schedule of targets set out by UCDVO. This fundraising target is for each participant, but project teams may join forces to fundraise as a group. The €1,850 raised will be allocated as follows:

- Partner programmes and project costs (including accommodation, transport, food, water etc.): €1,500
- UCDVO programme administration (overseas travel insurance, health and safety, monitoring and evaluation): €350

Benefits:

- Leadership Training is provided.
- Opportunity to develop skills in leadership, team building, communications, fundraising and project management.

- Opportunity to contribute to carefully planned development projects in partnership with international NGOs, academic institutions, missionaries and community groups.
- Opportunity to participate in planning meeting with overseas partners.
- References provided by UCDVO staff.

Applications:

Applications open from 3rd October until 25th November 2022. Applications for the 2023 programme should be submitted via the UCDVO [website](#).

The closing date for applications for Team Coordinator is 5 pm, Friday 25th November 2022. Team Coordinator roles may be allocated prior to the closing date, so please apply early.

Following your application, you will be contacted for a short interview.

For more information contact:

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