



Team Coordinator – Role Description 2024

UCDVO is seeking applications for exceptional Team Coordinators for the **2024 Volunteer Programme**. Team Coordinators form a crucial part of the UCDVO Programme – you will be responsible for leading and managing a group of volunteers throughout the volunteer programme and will travel to one of UCDVO's projects in 2024.

The UCDVO Volunteer Programme is a 10-month global citizenship education programme which includes weekend workshops, pre-departure training, and post placement de-briefing plus one month/9 weeks overseas volunteering.

The 2024 volunteer projects will take place with UCDVO's partners in Tanzania, Uganda and Cambodia. Full details are available on <https://www.ucdvo.org/>

Full training will be provided for the selected candidates.

Eligibility Criteria

- ✓ Applicants may be UCD students, alumni, staff or faculty members.
- ✓ Applicants with suitable skills and experience may also be from outside the UCD Community.
- ✓ Age 24 or above.
- ✓ Time to commit to and participate fully in the [Programme for the Year](#) . There will be additional meetings and training required for team coordinators.

Experience and Qualifications

At least 1-2 years' professional experience working in international development/global citizenship education or a volunteer sending agency, and a relevant third level qualification. Good knowledge and a strong interest in international development and/or international volunteering and global citizenship education. Previous experience with UCDVO an advantage. Other professional backgrounds and experience also welcome.

Competencies

The following is a list of some of the competencies UCDVO looks for in team coordinators. You don't have to have them all, but a willingness to learn and challenge yourself is important. You should also be committed to [UCDVO's values](#).

- ✓ **Leadership** – ability to influence others in a positive way; and guide, support and listen to your team; ability to problem solve and take initiative when needed.
- ✓ **Relationship Building** – can develop good working relationships with a wide variety of stakeholders, including UCDVO team and local partners and work in a spirit of collaboration.
- ✓ **Communication** – you should be a confident communicator with an ability to engage with and listen to a diverse range of people and stakeholders, including volunteers and partner organisations.
- ✓ **Flexibility and adaptability** – things will not always go according to plan. Being flexible and open to change, having the ability to adapt to new (challenging) situations is essential.
- ✓ **Planning/organisational skills** – Good ability to plan and organise your work effectively and to set clear priorities and ensure deadlines are met.
- ✓ **Inter-cultural awareness and sensitivity** – UCDVO works with a diverse range of students, communities and partner organisations from many cultures and backgrounds. Listening to, respecting and learning about one another's cultures and perspectives is one of the joys of the UCDVO programme.

Roles and Responsibilities

The team coordinators are accountable to and report to the UCDVO manager, and ultimately the charity board of trustees. Full training will be provided, and the team coordinators will be expected to support the implementation of all of UCDVO's policies and procedures. The main responsibilities include:

- ✓ **Health and Safety** – the team coordinator will usually be first point of contact while overseas and will liaise closely with UCDVO's partners and UCDVO manager on all aspects of health, safety and security. The health and safety of all participants is of paramount importance to UCDVO at all times. UCDVO engages specialist safety and security experts for the programme and uses the services of a health and security risk management company.

- ✓ **Child and vulnerable adult safeguarding** – in keeping with UCDVO’s child safeguarding policy, and local partner policies, the team coordinator has an important role in raising awareness of, and supporting volunteers to act in accordance with the policy.
- ✓ **Project planning and implementation** - The team coordinators assist in the planning of the volunteer projects in collaboration with UCDVO’s local partners. While the UCDVO manager manages the partnerships and sets the overall objective of each project with the local partners, the team coordinators also undertake a planning trip to meet the partners, gain an understanding of the context and agree the activities for the project. Full training is provided. Draft plans are submitted to the UCDVO manager for feedback and presented to the Board of Trustees for approval. During the volunteer project, the team coordinator liaises with the local partner on the project implementation, making adjustments as necessary and being guided by the partner. At the end of the project, there will be a final project report and feedback to manager and board of trustees.
- ✓ **Team leadership** – the team coordinator leads a small team of about 10 volunteers, helping to motivate the group and encouraging a culture that upholds UCDVO’s values. You will learn about and develop your own leadership style and gain experience dealing with challenging situations and problem solving.

Equality, Diversity and Inclusion

UCDVO as a part of UCD is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. Diversity is highlighted in the university’s strategic plan as one of the core values of UCD, and its EDI commitment is further demonstrated through the strategic objective relating to the attraction, retention, and development of an excellent and diverse cohort of students, faculty and staff.

UCDVO welcomes applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy. The university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult UCD’s equality, diversity and inclusion policies here <https://www.ucd.ie/equality/>

Costs:

- ✓ UCDVO will cover the costs of the planning trips as well as flights for the volunteer projects.
- ✓ Team coordinators must reach the [minimum fundraising targets](#) – details on website.
- ✓ Team coordinators are responsible for other personal costs such as vaccinations and medications, travel insurance for travel after the projects.

Benefits

- Opportunity to contribute to UCDVO's Vision of a vibrant, global community working together for a fair and sustainable world in a meaningful way.
- Opportunity to further develop and practice your leadership skills.
- Opportunity to contribute to responsible international volunteering projects developed in collaboration with UCDVO's partner organisations in Uganda, Tanzania and Cambodia.
- UCD staff can take advantage of the [Employee Volunteering Policy](#) – many employers have similar schemes.

Applications:

Applications are open online from 25th October - 27th November 2023.

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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