

Grants, partnerships and strategy mentor

Timor-Leste

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

ASSIGNMENT DETAILS

Assignment title	Grants, partnerships and strategy mentor		
Partner Organisation	Youth Off The Street		
Location	Please enter details of the location (town and country). This cell does not auto-update from PRF.		
Website of Partner Organisation	n/a		
Duration of assignment	the positions is intended for 6 months	Start date	1/02/2022
Type of assignment	Remote	Australian Organisation	?
Time commitment	Part-time (less than 25 hours per week)		
	(Remote volunteers only)		

PARTNER ORGANISATION OVERVIEW

Youth Off The Streets Overseas Relief Fund works in countries emerging from conflict and other challenges by helping disconnected young people discover greatness within, by engaging, supporting and providing opportunities to encourage and facilitate positive life choices.

Dili Youth Service is a new program, started in 2017 by Youth Off The Streets Overseas Relief Fund. Through our core suite of programs, including, Outreach Services, Youth Centre based activities and client care services, we engage with children and young people in Dili to help them to make positive choices in their lives. Since launching the service, we have seen lots of progress in engaging young people in our service. A sharp increase in numbers for centre-based activities, in depth case work clients in need, and positive engagement with our partner communities. Despite success in implementing the youth service, there is significant work ahead to ensure that at risk young people in Timor-Leste are safer, have adequate access to social support and have enhanced opportunities in education, recreation and employment.

Australian Volunteers Program

ASSIGNMENT DETAILS

Assignment overview

This role is important for us because we are a young, eager, and promising team who are working in a sector that is lagging in terms of development, professionalism, and experience. An international mentor would give us some of the assistance and knowledge we need to further extend our reach by assisting in mobilizing resources from perspective of donors and Partner. The volunteer would also be contributing with organisational reporting responsibilities and support our team to enhance public awareness of the organisations work through communications and social and digital media outreach, including Facebook, Instagram, website etc

Assignment objectives

Identifying opportunities and developing proposals for the mobilisation of resources from prospective donors and partners

Support senior Timorese staff with funding and organisational reporting responsibilities .

To enhance public awareness of the organisations work through communications and social and digital media outreach, including facebook, instagram, website etc.

To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups.

Duties and responsibilities of the volunteer

Identify funding opportunities and develop relevant project proposals for YOTS ORF

Support staff with grant acquital, monthly and quarterly reports for the board of directors.

To assist YOTS ORF personnel in drafting and reviewing social media's contents, posts and press release for facebook, instagram, and website, etc.

Work with stakeholders to implement organisational communications strategy

0

Australian Volunteers Program

Selection criteria

Previous experience managing grants and funding processes, including writing tenders and/or Research & Development grant proposals, obtaining successful outcomes and maintaining funding pipelines.

Strong writing skills and experience editing and formatting online templates, complex documents and using IT platforms and government portals for submissions.

Good interpersonal and relationship skills that includes working collaboratively in a cross-cultural team environment and with various stakeholders including social purpose organisations and government agencies.

A relevant tertiary qualification in Arts, Business, Commerce, Marketing, Law or related field.

Experience mentoring and support junior staff to help them reach their potential

Desirable skills, language and experience

Experience working with a youth organisation in an international development context

Understanding of international aid and development funding cycles and requirements

0

Line Manager	program manager - East Timor
Staff Supervision	No - This assignment is not deemed to require professional indemnity insurance
Working relationships	<i>Please provide any additional details. This cell does not auto-update from PRF.</i>
Hours and days of work	N/a
Leave	All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.
Professional indemnity insurance (Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)	No - This assignment is not deemed to require professional indemnity insurance The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Living allowance	The allowance levels are based on the cost of living in the host country location and are listed in \$AUD. Allowances will be reviewed periodically and may increase or decrease.
Accommodation allowance	
Language support	Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.
Country profile	Learn more about the host country location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process. COUNTRY PROFILE LINK - SELECT FROM DROP DOWN MENU

Australian Volunteers Program

HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more

Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.

(Delete any that do not apply)

