

**VOLUNTEER ZAMBIA – STUDENT SPORT DEVELOPMENT OFFICER**  
**2024/25**

**BACKGROUND INFORMATION**

The Wallace Group is a group of 7 UK Higher Education Institutions that have for the past 17 years shared the commitment to support the development of sport in Zambia working in collaboration with Sport in Action as its principal in-country partner, along with select National Sports Federations in Zambia.

The seven Universities; Cardiff Metropolitan, Durham, Edinburgh, Loughborough, Northumbria, St Andrews, and Stirling have embraced new Directors in this ambition, including UK Sport, England Netball and Sport in Action themselves. Together they work in collaboration and continue their shared commitment to the establishment and sustainable practices of both international and sport development. Each summer the 7 universities of the Wallace Group collaborate to send students and staff members out to Zambia for 8 weeks, from the period of June-October. Working with Sport in Action, the student and staff volunteers collaborate with the in-country Zambian colleagues to deliver embedded and sustainable opportunities for young people across Zambia, particularly women and girls.

**Our** focus is sport development. This includes, increasing capacity, supporting the development talent pathways, and developing coaching and facilitation practices in the key sports of, netball, basketball & women's football. This is done by working collaboratively with Zambian colleagues. The emphasis is on the above-mentioned areas so that with better sport facilitation, more coherent pathways and higher capacity, more vulnerable individuals will have the ability to access life changing interventions through Sport in Action and In-Country partners and service providers.

More information relating to the Wallace Group can be found by visiting: <https://www.volunteer-zambia.com/>

## VOLUNTEER ZAMBIA – STUDENT SPORT DEVELOPMENT OFFICER

2024/25

### ROLE DESCRIPTION

**Role Title:** Student Sport Development Officer

**Grade:** Voluntary

**Term:** Fixed Term (8 weeks, between June & September 2025)

**Responsible to:** Volunteer Zambia Operational Lead / Staff Member for each University

**Role Purpose:** To work collaboratively with Zambian partners 'Sport in Action' (SIA) & Zambian Sport Federations by conducting a variety of practices to enhance the facilitation of sport in select hub-site communities. These practices can include:

- Outreach (Increasing Participation & Leadership Capacity)
- Improving Structures & Scheduling
- Facilitating In-Community Competition
- Supporting Zambian Colleagues in Their Development
- Workshop Planning
- Sport Specific Coach Education
- Media, Marketing & Communications

The focus of each role will differ depending on the needs of each community hub-site and the individuals working within them. Students will work collaboratively with SIA staff and volunteers to support the implementation of pre-agreed plans after in-country needs assessments are conducted by Sport in Action staff.

### ROLES AVAILABLE TO STUDENT SPORT DEVELOPMENT OFFICERS:

- Netball Development Officer
- Basketball Development Officer
- Women's Football Development Officer
- Media, Marketing & Communications Development Officer

## KEY TASKS

(Please note that tasks can and will vary based around in-country need at the time of project)

SIA = Sport in Action

CSH's = Community Sport Hubs

### Sport Specific Development Officer Roles:

- Assisting the delivery and development of your chosen sport across SIA based CSH's and where experience allows, the wider development of the sport.
- Assisting the CSH's by supporting the development of young leaders
- Developing and supporting the core aspects of a CSH including structure, participation, leadership, and competition
- Conducting outreach work to build capacity, such as taster sessions and development of ways to engage new participants, leaders, coaches and even teams, or a new demographic into activity at the CSH's
- Working with the coaches at SIA to deliver support on planning, evaluating and progression of session delivery
- Collaborating with the coordinators at CSH's and assisting with the provision of their activity
- Working with other Sport Development Officers to coordinate across SIA activities e.g., workshops, training and development, leagues, tournaments, events
- Create, develop, or maintain in community structures through the way of the CSH's committees through establishing relevant roles for committed individuals (e.g., Coach Educator, Competition Manager, Outreach Officer)
- Assisting the CSH coordinators to highlight and encourage those who want to develop, to pursue a pathway to the next level, this can include engaging in the CSH as one of the leadership committee roles
- Developing structures that incorporate the partnership of both SIA and the relevant sports association with the community sport hubs (Example: The development of a hub competition structure for netball)
- Assisting in the development of specific areas of need, highlighted by the associations e.g., workshops for coaches and officials within all hub sites or the coordination of cross community learning experiences with nearby hubs
- Working with key individuals to develop highlighted areas of the sport within Lusaka
- Assisting the Project Manager and Assistant Project Manager in the delivery of events and activity to enhance the scope of wider sport development in the Lusaka area, the connection of partners and stakeholders and delivery of training and development facilitated by SIA & Partners

### Media, Marketing & Communication Development Officer Roles

**Key tasks will be dependent on your level of media / marketing experience and ability.** These include:

- Being responsible for managing the promotion and publicity of the Volunteer Zambia project and related Wallace Group activity, along with its constituent member universities and partners using all available media.
- Follow through with the pre-planned and agreed work plan with the Project Management team.
- Working with the Wallace Group MMC Lead, Operational Leads and PM to ensure all VZ related news and activity that is taking place across the partner institutions in the build-up and throughout the project is being shared and promoted across all partner channels
- Whilst in Zambia, liaising with the Project Manager and Assistant Project Manager to be responsible for

gathering media content (photos/videos) to capture relevant VZ activity and events; to video, photograph, edit and produce promotional materials (videos, adverts/artwork, interviews) to publicise the work of the project.

- Writing up any newsworthy stories throughout the 8-week period of the project and share these across the VZ website and social media channels.
- Ensuring regular updates across all VZ social media platforms, covering relevant project areas.
- Working with the Wallace Group MMC Lead, the Project Manager, and the Operational Leads to keep the VZ website current and up to date, with particular attention to the news section.

Please note that only 4 MMC Development Officers (two in each group) from across the Wallace Group institutions will be selected for these roles.

**Please also note that for the MMCO roles you must submit a portfolio as part of your application.**

## EXPECTATION MANAGEMENT

- Not everything in Zambia will be plain sailing.
- There will be times where things will not go according to plan (very often).
- You will not change the world in 8 weeks.
- You will encounter several challenges including both work related, and culturally related.
- Be proactive – Use your time constructively.
- Coach development is not the ONLY way you can make an impact

## DUTIES & RESPONSIBILITIES

### Pre Zambia :

- Fundraise (in accordance with the agreed targets set by each institution)
- Attend meetings (in accordance with the agreed schedules set by each institution)
- Attend the institution induction (date TBC) and the Wallace Group induction (March/April 2025 at venue TBC)
- Obtain First Aid and Safeguarding training & qualifications (provided by each institution)
- Undertake a DBS (provided by each institution)
- **To engage and take part in the role specific training & development organised and suggested by the Wallace Group over the 9 months prior to being in Zambia. This includes**
  - VZ online toolkit course
  - 40hrs of Coaching / Facilitation experience

**In Zambia:**

- Undertake pre-agreed placements and roles where the outcome is capacity building & sustainability (not the coaching of young people)
- Take an active interest in becoming more culturally aware and be prepared to be fully immersed in Zambian culture
- Follow Staff Member, Project Manager & Assistant Project Manager advise (in relation to health and safety matters)
- Respond positively to feedback from and be prepared to give formal and informal feedback to PM, APM, staff and Zambia staff/leaders
- Follow the code of conduct
- Deliver sport specific workshop alongside in-country colleagues

**Post Zambia:**

- Complete a post-placement / project review for the Wallace Group
- Complete a post-project review for individual institutions (where necessary and agreed by the institution)
- Actively support, mentor & fundraise alongside students involved in Volunteer Zambia the following year (where possible)
- Become an advocate and alumni for the Wallace Group & Volunteer Zambia

## PERSON SPECIFICATION

**Role Title:** Student Sport Development Officer

**Grade:** Voluntary

**Term:** Fixed Term (8 weeks between June/July or July/September 2025)

	<b>Essential</b>	<b>Desirable</b>	<b>Stage to be assessed</b>
<b>Experience</b>	<p><b>For Sport Specific Development Officer roles:</b></p> <ul style="list-style-type: none"> <li>Minimum of one year's playing experience at a club / organisation where you have received formal coaching</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Minimum of one year's active coaching, or facilitation experience at time of application.</li> </ul> <p><b>For Media, Marketing &amp; Communications Development Officer roles:</b></p> <ul style="list-style-type: none"> <li>A minimum of 1 year's proven experience of developing and working within either media, marketing or communications</li> <li>Experienced in the use of a wide variety of social media platforms (Facebook, Twitter, Instagram, YouTube) to promote the work of a club, society or organisation</li> <li>Experienced in photography and video editing.</li> <li>Ability to evidence portfolio of work.</li> </ul> <p><b>For all roles:</b></p> <ul style="list-style-type: none"> <li>Experience of collaborating with others (peers, young people, adults)</li> </ul>	<p><b>For Sport Specific Development Officer roles:</b></p> <ul style="list-style-type: none"> <li>Experience of working alongside other coaches / officials to deliver/facilitate sporting activity.</li> <li>Experience in training others to coach / officiate their sport.</li> <li>Demonstrate experience in areas of leadership (e.g., committee member, captain, team leader)</li> </ul> <p><b>For Media, Marketing &amp; Communications Development Officer roles:</b></p> <ul style="list-style-type: none"> <li>Experienced in photography and video editing in a sporting environment</li> </ul> <p><b>For all roles:</b></p> <ul style="list-style-type: none"> <li>Cultural awareness and travel experience</li> <li>Experience of sport development</li> </ul>	<p>1,2</p> <p>1,2</p> <p>1,2</p>

<p><b>Skills &amp; Abilities</b></p>	<p><b>For Sport Specific Development Officer roles:</b></p> <p>Excellent interpersonal skills</p> <p>Proven ability to work independently and as part of a team</p> <p>Ability to adapt to challenging and variable environments and resolve problems efficiently and effectively</p> <p>Ability to develop and maintain positive working relationships</p> <p>Ability to motivate self and others</p> <p>Proven personal resilience</p> <p>Demonstratable experience of displaying proactivity in a variety of situations</p> <p>Able to live in a large group and have patience and empathy for others</p> <p><b>For Media, Marketing &amp; Communications Development Officer roles:</b></p> <ul style="list-style-type: none"> <li>• Excellent written and oral communication skills, including experience writing content for the web and producing content for social media</li> <li>• Excellent IT skills including experience in graphic design and video/photo editing software (Lightroom, Photoshop, After Effects, Premier, Final Cut Pro)</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to reflect and review work.</li> </ul>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>
<p><b>Education / Qualifications</b></p>	<p>Currently enrolled on a PT/FT course as a UG or PG student at any of the Wallace Group Universities.</p> <p><b>For Sport Specific Development Officer roles:</b></p> <ul style="list-style-type: none"> <li>• Level 1 coaching qualification in netball, basketball, or football</li> <li>• Minimum of 1 year coaching experience</li> </ul>	<p><b>For Sport Specific Development Officer roles:</b></p> <ul style="list-style-type: none"> <li>• Recognised qualification in Sports Leadership</li> <li>• Level 2 coaching qualification in netball, basketball, or football</li> <li>• Recognised qualification in delivering disability sport training</li> </ul>	<p>1,2</p> <p>1,2</p> <p>1,2</p>

		<ul style="list-style-type: none"> <li>Recognised refereeing / officiating qualification in netball, basketball, or football</li> </ul>	1,2
<b>Training</b>	Willingness to undertake further training and gather necessary experience as required.		1,2
<b>Other</b>	Willingness to work irregular hours as necessary.		1,2
	Familiarise yourself with the Hub-Site Tool Kit and core project concepts.		1,2
	Enthusiasm and a keen interest in international sport development.		1,2
	Commitment to observing & striving towards the Wallace Group's and Sport in Action Project Aims.		1,2
	<b>Must be available for the Wallace Group Induction (April 2025 – venue TBC)</b>		
	Must be available for the full 8-week period in Zambia in 2025.		1,2

**Stages in assessment:** 1. Application form (at shortlisting), 2. Interview

**Please submit the application form to Neil Rankin [neil.rankin@ed.ac.uk](mailto:neil.rankin@ed.ac.uk)**

**Closing Date:** This is currently open ended

**Following your application you will be invited to attend an interview.**