



Build Project

POSITION DESCRIPTION Volunteer IAPS Manager

Information about the Build Project and the Institute of Academic and Practical Studies (IAPS) is available at <http://www.buildproject.org>. Potential applicants should familiarise themselves with the [background information](#) and general requirements detailed on the website.

Overview:

The Build Project is seeking a volunteer to work as a Programme Manager at the Institute of Academic and Practical Studies (IAPS) in Mae Sot, Thailand, which caters for to young people (ages 17-23) from Burma.

An IAPS Manager is required to run the IAPS facility and co-ordinate day-to-day operations. The primary aim of this position is to ensure the smooth running and growth of the institute, safeguard the safety and well-being of students and volunteers, and implement other initiatives as directed by the Build Project Executive Director.

Location:

Mae Sot, Thailand

Duration:

6 months minimum term in accordance with the IAPS teaching schedule (see <http://www.buildproject.org/volunteer>)

Reports To:

Build Project Executive Director (Melbourne/Thailand)

Primary Responsibilities:

- Coordinate the day-to-day running of the IAPS educational & boarding programme, including preparation of volunteer rosters and teaching timetables and schedules for the induction / wrap-up week,
- Induct new volunteers and ensure that outgoing volunteers provide appropriate handover,
- Ensure teaching volunteers are delivering a high standard of education & support to IAPS students,
- Support volunteers throughout their placement through weekly meetings to ensure standards are being met & any difficulties can be addressed swiftly,
- Work with teaching staff to monitor and record students' progress where required,
- Help teachers to build a library of appropriate teaching materials and resources,
- Ensure that teachers maintain records on teaching activities undertaken,

- Ensure that operational policies and procedures are maintained and adhered to (e.g. OHS, Volunteer management, Financial management),
- Address any personnel issues appropriately and swiftly,
- Oversee the application and enforcement of organisational policies and student charter, consulting with student leaders as appropriate,
- Build positive relationships with people from the local community and neighbouring organisations (including NGOs) to create opportunities for linkages and collaborations,
- Manage the local operational budget for the programme, including weekly disbursement of funds for housekeeping, and ensuring services are delivered within the predefined budget,
- Meet weekly in person or via Skype with Build Project Executive Director,
- Report regularly on IAPS operations, including financial reporting,
- Communicate effectively with student leaders and the student body,
- Meet with individual students to discuss issues or problems.

Additional Duties:

- Get to know volunteers and students, participate in evening and weekend activities, and collaborate with and support youth workers where possible.
- Help volunteers to integrate, and ensure they are supported in their work and general wellbeing.
- IAPS in-country manager may need to occasionally sleep on site and supervise students.

Knowledge, Skills, Abilities:

- Experience of managing small teams and co-ordinating activities,
- Ability to rapidly build inclusive teams and develop a constructive and cooperative working environment,
- Ability to handle multiple levels of activity, including daily tasks, unexpected emergencies, ongoing projects and forward planning
- Demonstrated ability to be flexible and resourceful, and take the initiative to deal with challenging situations as they arise,
- Awareness of best practice in community development organisations and projects, and an understanding of bottom-up approaches,
- Calm and positive in the face of frustrating situations and systems that don't operate as hoped,
- Good at communicating and developing positive relationships with people at all levels and from different cultural backgrounds,
- Ability to interact and empathise with young people,
- Ability to demonstrate a positive attitude and remain professional in all situations,
- Proactive and able to work independently
- Confident, mature traveller with experience of living or working in a challenging environment,
- Awareness of the political and social context, and of the circumstances of displaced peoples from Burma,
- Confident computer user.

Qualifications

- An educational background in community development is preferable, but not mandatory for the right candidate with hands-on experience,
- Experience of working with young people in an educational or residential setting is preferred,
- Experience or understanding of volunteer management is preferred,
- Native or near-native proficiency in English,
- Excellent interpersonal skills.

Application

To apply, please complete the online application form at <http://www.buildproject.org>. Further details on the application process are available on the website.

Contact

Questions regarding this position should be addressed to Andrea Fitzgerald, Executive Director of the Build Project: email volunteer@buildproject.org.