



VOLUNTEERING FOR INTERNATIONAL DEVELOPMENT FROM AUSTRALIA OPPORTUNITY

Bahay Tuluyan and Bahay Tuluyan Philippines Australia (BTPA) are very excited to invite applications for a VIDA opportunity with Bahay Tuluyan. The position of Independent Living Skills Program Coordinator will be commencing in September 2009 for three years. It is to be based at Bahay Tuluyan's Children's Centers in Manila, Laguna and Quezon, and will encompass roles in developing and implementing an independent living program and manual, and developing the capacity of staff to deliver the program.

In accordance with the VIDA program, the successful applicant will receive living and other allowances as well as pre-departure training, medical examination and vaccinations, insurance, return travel and in-country support. Australian citizens over the age of 18 years are eligible to apply. The essential minimum qualifications and experience for the position are as follows: relevant tertiary qualification, research skills, good written communication, some experience in working with youth and teaching or facilitating.

For a copy of the assignment description and/or for further information about the assignment and the application process, please email info@bahaytuluyan.org.

Volunteering for International Development from Australia (VIDA) places skilled Australian volunteers in developing countries in the Asia Pacific region. VIDA volunteers work with local staff to reduce poverty and achieve sustainable development in the communities in which they work through skills exchange, institutional strengthening and capacity building. For more information about VIDA visit www.vidavolunteers.com.au.

How will the volunteer be selected?

For this VIDA opportunity, Bahay Tuluyan is the Host Organisation and Bahay Tuluyan Philippines Australia (BTPA) is the Australian Partner Organisation. VIDA will nominate one applicant to AYAD, though the selection process will be external to BTPA. The nominated applicant will also need to be approved by VIDA and Filipino authorities.

The stages of the selection process include:

- Stage 1: Initial short-listing of applicants by independent selection committee
- Stage 2: Telephone interview
- Stage 3: Further short-listing of applicants by independent selection committee
- Stage 4: Host organisation approval, with the possibility of a second telephone interview
- Stage 5: Nomination by Bahay Tuluyan Philippines Australia
- Stage 6: VIDA approval / Criminal History Check / Medical Clearance
- Stage 9: Visa / Philippines government approval
- Stage 10: Pre-departure training provided both by VIDA and BTPA

At any stage of the selection process the VIDA Program reserves the right to withdraw the volunteer assignment.

How to apply

Applications must be received by **20 June 2009**. They should be sent:

c/- Mary Jo Fish
5 Fawkner Crescent
East Keilor
VIC 3036

Please provide:

- A brief cover letter, including your contact details
- Curriculum vitae
- Responses to selection criteria (see below)
- Two written references

Note that short-listed applicants will, at a later date, also be asked to provide a Criminal History Check, copies of relevant qualifications, a signed colour passport photo, a photocopy of the passport ID page and any other documents required by VIDA.

Selection Criteria

Please answer the questions below. The maximum word limit for each question is 300 words.

1. Give details of any previous development or volunteering experience that you have had.
2. What are your personal career goals?
3. Describe a situation in which you demonstrated excellent leadership skills.
4. Why are you interested in this assignment and what special skills do you think you would bring to it? (Please refer to the assignment description for further details)

THE ASSIGNMENT

1. Assignment Position Title:

Independent Living Skills Program Coordinator

2. Assignment Location:

Malate (Manila), Victoria (Laguna) and San Antonio (Quezon)

3. Assignment Duration:

3 years (September 2009 – September 2012)

4. Description of the Host Organisation:

Bahay Tuluyan (BT) is a Filipino NGO working with children in need of special protection. Established in 1987, BT now operates in Manila, Laguna and Quezon Philippines providing alternative education, social services, training, research and advocacy for approximately 400 children. The organisation's vision is of a world where every child's rights are respected, protected and fulfilled and it works closely with children towards this vision. BT embraces the UN Convention on the Rights of the Child as a cornerstone for its work with children.

Bahay Tuluyan provides a variety of programs and services to children in need of special protection. In addition, it aims to serve and develop the members of the community who share the responsibility for respecting, protecting and fulfilling children's rights. The programs and services of Bahay Tuluyan fall into the following categories:

- Social Services
- Alternative Education
- Research, Training & Advocacy
- Networking, Partnerships & Volunteering
- Self Reliance

5. Assignment Focus:

- Service delivery
- Services management
- Human resources management

6. Assignment Description:

- Independent Living Skills Program manual written
Volunteer would work with social services staff to develop manual from draft into comprehensive guide for program
- Key social services staff equipped with skills to implement Independent Living Skills Program
Volunteer would provide short training modules to staff to help them learn how to use guide
- Independent Living Skills Program operational
Volunteer would work with staff to create plan for implementation and work with staff for implementation during pilot stage, particularly in monitoring & evaluating progress

7. Assignment Outcomes:

- Conducted training for staff in use of monitoring tools
- Assisted staff in preparation of regular reports about programs
- Worked with staff to identify training needs and create training program
- Conducted training sessions for staff in program delivery
- Provided regular assistance and guidance to Alternative Education staff in conduct of their duties

8. Sustainability Strategies:

This assignment is very sustainable because the volunteer will work to create a manual to be used by the organization after his/her departure. The volunteer will not only create the manual but train staff in its use and assist in the initial implementation of the program defined by the manual. The idea of this assignment is to equip the staff of Bahay Tuluyan to implement an effective program to equip young people with the skills necessary to live independently upon discharge from a residential shelter.

9. Overview of VIDA's Work Plan

Output	Tasks/Activities to be undertaken
Develop program	<ul style="list-style-type: none"> • Consult with children and staff to identify needs • Research best practices / existing programs / environmental scan • Conduct resource requirement assessment (funding, personnel etc) • Design overall program • Design program components • Consult & critique with staff and children on program design • Finalisation & presentation of program design
Pilot and implement program	<ul style="list-style-type: none"> • Assist Program Component Officers to understand overall ILSP • Provide assistance to program component officers in program design of individual components • Oversee piloting & implementation of program component activities • Work closely with BT management to ensure integration of ILSP into overall programs of organization • Revise BT Manual of Operations, website & other documents to incorporate program • Regularly convene Program Component Officers to ensure integration of program components • Address conflicts / gaps in program design as components are developed / implemented
Create program manual	<ul style="list-style-type: none"> • Compiling Program Design with Training Modules , Guidelines and M & E plan • Draft Manual • Consult & critique manual • Finalise and produce manual
Conduct monitoring and evaluation	<ul style="list-style-type: none"> • Work with Program component officers & BT management to assess M & E needs • Create draft M & E plan • Consult with BT management to discuss draft plan • Refine & finalise M & E plan based on consultation results

	<ul style="list-style-type: none"> • Provide training / information to program officers in relation to implementation of M & E plan • Prepare M & E report • Discuss results of M & E report with management of BT • Assist BT to do action planning based on results of M & E report
Train staff to implement program	<ul style="list-style-type: none"> • Conduct training needs analysis with relevant staff, identify areas for training • Develop modules for training staff • Deliver training progressively, over a period of time • Provide mentoring / feedback as the staff implement training outcomes • Provide on-the-job mentoring for staff as they implement program

THE VIDA

10. Essential Minimum Qualifications:

- Relevant tertiary qualification
- Research skills
- Good communication skills
- Good written communication

11. Essential Minimum Experience:

- Some experience in teaching/ facilitating
- Experience working with children/ young people

12. Desirables:

- Excellent writing skills
- Good research skills
- Ability to work independently
- Initiative
- Good communication skills
- Teamwork

13. Information on any resources the VIDA should bring with them:

It would be useful for the volunteer to bring resources that might assist in the program. Such resources may include training materials about:

- Entrepreneurship
- Resume writing
- Financial planning
- Life skills
- Reproductive health

We appreciate that a volunteer cannot be expected to bring a laptop but do emphasise that having a laptop would be very valuable for the volunteer in his/her work.

THE ENVIRONMENT

14. Description of assignment location:

The volunteer will be based in Victoria, Laguna which is 65km south of Manila, past the towns of Los Banos and Bay. It is a small, peaceful town. The volunteer will also be required to spend some time at Bahay Tuluyan's center in San Antonio, Quezon which is approximately 100km south of Manila, near the town of Tiaong. This area is quite rural and also very peaceful.

15. Description of the VIDA's workplace:

The volunteer will be provided with a secure office, desk, computer and printer. Hopefully the volunteer will have access to internet at his/her workplace (at this stage cannot be guaranteed but is likely). Phone / fax will depend on whether facilities are available by the time of the assignment (currently they are not).

16. Information on the VIDA's Supervisor:

The VIDA's Supervisor, Analiza Samarita-Aliwalas is the Admin Officer / Program Coordinator at Bahay Tuluyan Philippines.

Analiza will be supported closely in the day-to-day supervision of the VIDA's activities by Ms Catherine Scerri, in her capacity as Development Manager and Acting Program Manager for Bahay Tuluyan Philippines.

18. Information on accommodation options:

There are many accommodation options available, particularly in the Los Baños area. The HO and ICM will assist the VIDA in finding safe, suitable, secure and affordable accommodation.

19. Support strategies:

- Orientation to organization & to all centres, programs and services
- Monthly staff meetings in centre
- Monthly departmental meetings
- Regular contact with supervisor
- Staff development opportunities as they arise
- Staff R & R and other activities
- Assistance to find housing

Although the assignment is not very remote, assistance will be provided as necessary