Disabled Sports Development Officer
Lombok, Indonesia

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 This assignment may be amended or withdrawn to reflect changes in circumstances.

GENERAL DETAILS

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Disabled Sports Development Officer</th>
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<tbody>
<tr>
<td>Partner Organisation</td>
<td>Yayasan Damai Olahraga Bali (Bali Sport Foundation)</td>
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<tr>
<td>Website of Partner Organisation</td>
<td><a href="http://www.balisports.com">www.balisports.com</a></td>
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<td>Duration of Assignment</td>
<td>12 Months</td>
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<td>Start Date</td>
<td>20 January 2020</td>
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<tr>
<td>Australian Organisations</td>
<td>Victoria Western Sydney, La Trobe University, Wheelchair Sports NSW and BSF Australia</td>
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1. PARTNER ORGANISATION OVERVIEW

BSF was founded in 2009, and since grown in terms of community reach, the number of events it holds and funding. In 2012 BSF decided to focus on sport and recreational opportunities for the disabled. In 2013 this work and experience culminated in BSF holding the inaugural Bali Para-games. This event attracted over 325 athletes, and involved 70 volunteers. The inaugural Games featured seven sports: swimming, athletics, power lifting, badminton, chess, blind soccer and wheelchair basketball. BSF plan to make this an annual event.

BSF continues to train athletes and organised events in a wide range of sports, including martial arts, swimming (pool and ocean swimming), wheelchair basketball, basketball, rugby union, surfing and kite surfing.

With seven permanent staff, three of whom have a disability, and part-time coaches also employed, BSF strives to create a healthier and safer Bali & Eastern Indonesia through the power of sport and play by providing a safe and supportive sports environment which can provide disabled children, youth and adults with a place in which they are treated with dignity and through which they can:

- Develop new and valued skills
- Form friendships, receive and give peer support, and enhance their social network
- Receive mentoring support from trusted adults, who can serve as youth advocate
- Take advantage of new learning and educational opportunities
- High level training through volunteer coaches and mentors in adaptive sports
- Train the trainers program for the disabled sports centres
- Identify promising talent and provide them with life skills
2. ASSIGNMENT OVERVIEW

BSF are seeking for an expert Disabled Sport Development Officer to join their new Lombok office as a volunteer. The volunteer will be expected to lead the development of disability sport, focusing on introducing and train cadre of Indonesian Para Sports Development Officer in West Nusa Tenggara. The candidate would drive forward an inclusive culture and also develop existing office program, provide quality sporting, dedicated towards the management, analysis and reporting of physical performance and wellbeing data to support the delivery of the programs throughout Bali and Lombok.

It is essential that candidates have a proven track record of providing service excellence to disabled peoples and demonstrate the necessary desire and commitment to continuously develop themselves professionally. Previous experience of coaching disabled athletes, disabled athlete classification or elite playing experience in Paralympic sports is essential.

Candidates must possess the ability to set up, manage and develop outstanding learning environments that allow people with disabilities to feel safe, confident and enjoy the experience of learning a new sport. They are seeking an expert who is able to work confidently with minimal supervision.

3. ASSIGNMENT OBJECTIVES

- To train cadre of Indonesian Para Sports Development Officer in Lombok
- To support the local team and also Para Sports Coach to identify potential high performance athletes for future training and development
- To ensure the inclusion of all people directly affected by the volunteer assignment in the course of your work with the partner organisation and host community, including implementing strategies that relate to:
  a. promoting gender equality and empowering women,
  b. disability inclusion,
  c. child safeguarding.

4. DUTIES AND RESPONSIBILITIES OF THE VOLUNTEER

In consultation with their line manager and relevant stakeholders, Australian volunteers complete a work plan in the first three (3) months of their assignment. The duties below are an indication of the type of work that may be involved in meeting the Assignment Objectives:

- Supporting the disability sports network including encouraging co-operation and collaboration with another sports organisations
- Manage Disability sports schedule and work along with Bali team as well
- Manage the sports program throughout Bali and Lombok
- Ensure the sports program delivery in Bali and Lombok
- Maintain and update section on organisation website regarding programmes, events and other issue in disable sports
• To train and mentoring the local staff become the Development Officer
• Develop and/or maintain partnerships with local, regional and international organisations, local and national government, professional and peer networks

5. SELECTION CRITERIA

Qualifications, Essential Skills & Experience
• Minimum one year experience working in a similar role within the disability sector
• Proven experience in coaching, mentoring and project management
• Demonstrated experience in program monitoring, evaluation, budgeting and reporting

6. ASSIGNMENT INFORMATION

Line Manager
CEO

Working Relationships
The volunteer will working closely with local staff in Bali and Lombok

Hours & Days at the Partner Organisation
From 09.00 am to 4.00 pm, Monday to Friday

The expectation is that the volunteer will work the equivalent of a 5 day week to a maximum of 40 hours per week.

Leave Entitlements
All volunteers are entitled to 20 days leave per 12 months, unless otherwise advised.
Same conditions and terms as local colleagues apply, including national holidays.

Professional Indemnity Insurance
Professional indemnity insurance is required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment. On these assignments professional indemnity insurance must be provided by the partner organisation, Australian organisation (if applicable) or self-arranged by the volunteer as part of ongoing professional obligations.

For all other assignments, professional indemnity insurance is not automatically provided for Australian volunteers. You should consult your partner organisation about the need for professional indemnity insurance for your role prior to your departure. Where required and/or you consider it essential for you to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to your departure.

This assignment is NOT deemed to require professional indemnity insurance.

Other Conditions
If required to work after hours, volunteer is entitled to time off in lieu because there is no overtime pay provisions.

**Language Skills and Level Required**

The organisation required medium level of Bahasa Indonesia ability or willingness to learn Bahasa Indonesia language

**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.

7. **LIVING AS A VOLUNTEER**

BSF office is located in Dream Divers Base Camp, North Lombok. The provincial capital and largest city on the island is Mataram. It is a very fast-developing city and is the centre for government, education, commerce, and industry. It has everything in terms of public services, including local and international banks, supermarkets and malls, as well as a cinema and other entertainment. Two international hospitals provide services to foreigners.

Islam is the majority religion of Mataram and the government is focussed on Halal Tourism, which attracts many tourists from the Middle East, Malaysia and other Islamic countries.

The need for personal transport is dependent upon where a volunteer chooses to live in relation to the workplace. Walking, rent a car or bicycles are also options. This is a personal choice rather than an absolute necessity and the allowance would not cover the cost of monthly car hire.

Indonesia has extremely good and affordable telecommunications systems, especially in major cities. There are a range of pre-paid telephone networks that support the use of smart phones.

8. **ALLOWANCES & SUPPORT**

These allowance levels are based on the Cost of Living in the host country location. Allowances will be reviewed periodically and may increase or decrease. Volunteers will be given notice of any change to the allowance level.

**Living Allowance**

AUD 796 per month

**Accommodation Allowance**

AUD 315 per month

**Housing**

Assistance with the identification of suitable, secure and affordable accommodation will be provided by the In-Country Management Team.

**Other Allowances & Support**
All Australian Volunteers program volunteers receive the following:

- Pre-departure Briefing in Melbourne
- In-country Orientation on arrival
- Pre-departure vaccination expenses
- Visa expenses
- Pastoral care, assignment monitoring and security guidance
- Return airfare to country of assignment
- Psychological and medical advice and support services
- Re-entry support services
- Settling in allowance (assignments longer than 6 months)
- Re-settlement allowance (assignments longer than 6 months)

9. PREPARING YOUR APPLICATION

As a part of your online application you will be required to answer the following questions through a video recording (if you are unable to submit through the online video due to accessibility please contact the Recruitment Coordinator).

Response to Selection Criteria

a) Why do I feel that volunteering internationally is the right thing for me to be doing at this time in my life?

b) What are the biggest personal adjustments I’m likely to have to make to be accepted as a useful colleague and engaged community member in this assignment?

c) The Australian Volunteers Program is committed to ensuring the inclusion of all people directly affected by the volunteer assignment, such as the partner organisation and host community. What is your personal experience and/or understanding of social inclusion?

d) How do I match the Qualifications, Essential Skills & Experience? Include your most relevant experiences, results and achievements responding to each of the selection criteria in Section 5.

Personal Circumstances Constraints

The Australian Volunteers Program recognises and values the enhanced skills and expertise of returned volunteers as a result of their volunteering experience. The program is also designed to maximise international volunteering opportunities for all Australians. With this in mind, if a returned volunteer and a candidate who has not volunteered previously apply for the same role, preference will be given to the latter, providing they meet the personal and professional selection criteria for the role.

We are NOT able to accept applications from people with the following personal circumstances due to security, cultural, legal or visa restrictions in this location:

- Applicants with a criminal record where a criminal conviction may be relevant to the inherent requirements of the assignment.

10. HOW TO APPLY
All applications must be submitted online through the Australian Volunteers Program website. If you haven’t already done so, you will need to register on our website prior to applying.

The Australian Volunteers Program is committed to increasing Indigenous participation, and we actively encourage applications from Aboriginal and Torres Strait Islander people. If you would like more information or support with your application, you can contact our Indigenous Programs Coordinator on indigenous.programs@australianvolunteers.com.