

Position Description

Nurses In Action Assistant Team Leader

The Assistant Team Leader will assist the Team Leader in providing overall quality assurance, support and supervision to a team of volunteers working across the allied health sector in Kenya.

The position requires a mature and responsible candidate who is enthusiastic, resilient and diplomatic in their dealings with others. Excellent written and oral communication skills are essential, as well as demonstrated experience in leading and mentoring a team. The candidate must be a team player, have strong motivational skills and be able to work in a collaborative environment under the supervision of the Team Leader. Candidates must uphold WYI's Occupational Health and Safety requirements to ensure the team works in a safe and secure environment.

The Assistant Team Leader role is voluntary. Although remuneration is not provided, WYI will supply funds for the following expenses:

- All in-country expenses, including transport, meals and accommodation
- Attendance on the Optional Adventure Package as required
- Other NIA program-related expenses within the specified program period dates
- Admission to the WYI Personal Empowerment Program following the NIA (flights not included).

The Assistant Team Leader will be required to cover the following expenses:

- Return flights to the program destination (or equivalent airfare value to be used as a part of an extended trip)
- Travel insurance
- First aid training
- Vaccinations
- Medical check
- National Police Clearance Certificate

The key duties for the Assistant Team Leader position are as follows:

PROJECT MANAGEMENT

- Fully understand and apply the project implementation and risk management requirements of WYI.
- Ensure that a safe working environment is provided for all team members.
- Continually review program goals and outputs and discuss adjustments with the In-Country Partner and Nurses In Action Program Coordinator in Australia.
- Effectively manage staff, financial, and external resources to meet project goals.
- Support the Team Leader in resolving potential problems relating to the project.
- Assist the Team Leader in preparing remote medical camps and school healthcare camps in conjunction with the In-Country Partner.
- Assist the Team Leader with daily logistics.
- Regularly visit all team members while on their chosen placement.
- Work with the Team Leader to identify new placement opportunities.
- Perform other duties that may be assigned by the Nurses In Action Program Coordinator in Australia to enhance the efficiency and quality of WYI's programs.

BUDGET MANAGEMENT

- Comprehend and help to manage the program budget as set by WYI Australia.
- Enforce financial policy and practice to maintain transparency and integrity.

COMMUNICATION

- Communicate regularly and openly with WYI Australia.
- Communicate and work cooperatively with the Team Leader and In-Country Partner.
- Report any concerns about the program, its placements or support staff.
- Assist the Team Leader in professionally preparing all program reporting documents as required.

MONITORING AND EVALUATION

- Assist the Team Leader in evaluating the progress of placements toward the stated goals and objectives.
- Support the Team Leader in conducting staff and participant appraisals to promote and encourage excellence.
- Ensure that program content remains current and accurate.

VOLUNTEER MANAGEMENT/TEAM BUILDING

- Partner with the Team Leader to provide strong leadership and empower volunteers to work to their capacity and fulfil required tasks.
- Foster a strong team environment where members work together towards the program goals.
- Inspire and facilitate personal development in each participant.
- Assist the Team Leader in facilitating individual placements that harness the skills of each participant.
- Ensure the health and safety of all volunteers at all times, handling any medical or emergency incidents should they arise.