

Position Description

Nurses in Action Team Leader

The Team Leader will provide overall quality assurance, support and supervision to a team of volunteers working across the allied health sector in Kenya. They will have extensive experience in leading and mentoring a team to implement health placements in environments which can be challenging.

The position requires a responsible, mature candidate who is resilient, flexible and professional in their dealings with others. Excellent written and verbal communication skills are a must, as well as demonstrated experience in leadership and placement management. The candidate must be a team player, have strong motivational skills and be able to work with minimal supervision. Candidates must uphold WYI's Occupational Health and Safety requirements to ensure the team works in a safe and secure environment, and WYI's Approach to Development to support sustainable long-term positive change within the communities where we work.

The Team Leader role is voluntary. Although remuneration is not provided, WYI will supply funds for 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
- Vaccinations (to the value of AUD\$250)
- Medical check
- National Police Clearance Certificate
- Phone calls with participants prior to departure (proof required)
- All in-country expenses, including transport, meals and accommodation
- Seven day break in between programs, all expenses covered by WYI
- Attendance on the Adventure Package as required
- Other NIA program-related expenses within the specified program period dates
- Admission to the Personal Empowerment Program following the NIA (flights not included).

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

PROGRAM MANAGEMENT

- Fully understand and apply the program 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 program goals.
- Be proactive in handling potential problems relating to the placements and community.
- Organise daily logistics.
- Prepare remote medical camps and school healthcare camps in conjunction with the In-Country Partner.
- Regularly visit all team members while on their chosen placement.
- Work with our In-Country Partner 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 manage the program budget as set by WYI Australia.
- Enforce financial policy and practice to maintain transparency and integrity.

COMMUNICATION

- Communicate openly and honestly with WYI Australia.
- Report all incidents affecting the group within 24 hours
- Communicate and work cooperatively with the In-Country Partner.
- Report any concerns about the program, its placements or support staff.
- Professionally prepare all program reporting documents as required by WYI Australia.

MONITORING AND EVALUATION

- Monitor and evaluate the progress of placements toward the stated goals and objectives.
- Conduct staff and participant appraisal to promote and encourage excellence.
- Ensure that program content remains current and accurate.

VOLUNTEER MANAGEMENT/TEAM BUILDING

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