

# Position Request Form (PRF) guide for partner organisations



Photo credit: Harjono Djoyobisono

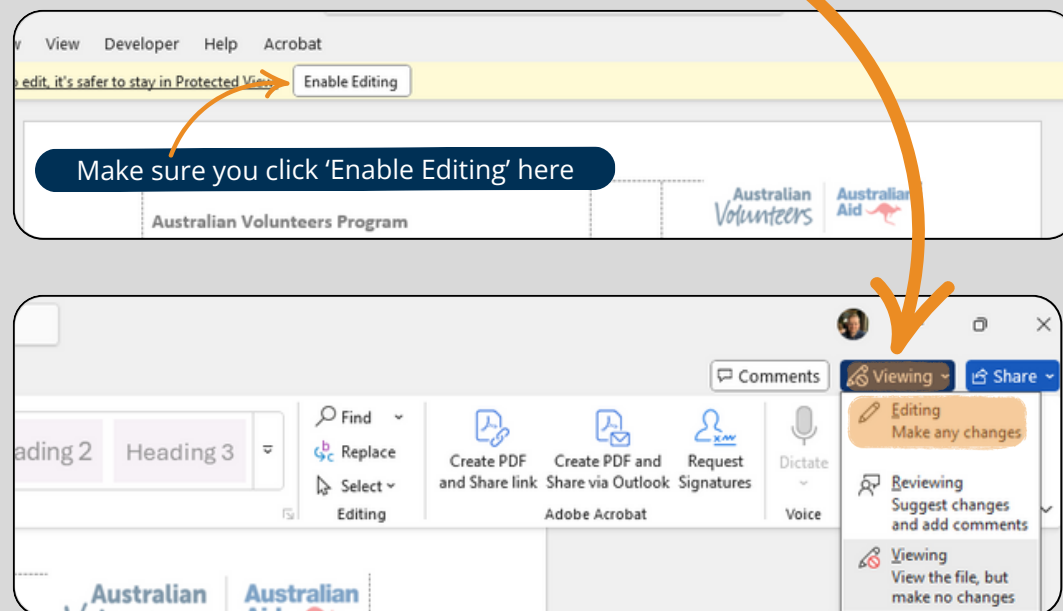
## How to use the guide

This Guide has been developed to support Australian Volunteers Program partner organisations to fill the Position Request Form (PRF). The PRF is a key document in the Recruitment process that is to be completed by partner organisations in collaboration with in-country management teams.

The PRF is in Microsoft Word format, with all 'help-text' in red, needing to be filled. Simply click on the red text and start typing. This will automatically fill with black text.

This guide provides prompts, examples and tips to fill out the PRF successfully.

Each time the document is opened, it will be in 'viewing' mode. In the top right corner, change this to 'editing' and this will enable you to edit the document (see screenshot below)



## Assignment titles

Avoid using titles like 'Advisor', 'Consultant' or 'Specialist', unless the role is highly technical or senior. This helps volunteers feel more comfortable in their role, reinforcing the true purpose of volunteering.

## Type of assignment (modality)

The program offers three modality types for volunteers, being:

- **In-country volunteering:** The volunteer will spend the entire assignment in-country, supporting your organisation
- **Remote volunteering:** The volunteer will remain in Australia for the duration of the assignment, supporting your organisation
- **Hybrid volunteering:** Volunteers complete both in-country and remote phases within one hybrid assignment

Some things to consider when deciding the modality of a volunteering assignment is your organisation's current resources, staff availability for online engagement (if remote or hybrid), accessibility, operational needs, and geographical factors.

## Duration of assignment

For hybrid assignments, the total duration should include both the remote and in-country phases.

### Example

2 months remote + 9 months in-country + 1 month remote  
= 12-month assignment duration

## Start date

It usually takes approximately six-months from when you start the PRF to when a volunteer is ready to begin their assignment. Please consider what tentative start date is realistic for your assignment.

Assignment Title		
[Insert PO name] , [Insert country]		
Assignment title	Insert assignment title	
Partner organisation	Insert partner organisation	
Location	Select Country	Type here for assignment location (town). This section will not auto-generate
Type of assignment	Select type of assignment	
Duration of assignment	Select total duration of assignment	
Assignment phases	Phase	Mode
	1	Select Modality
	2	Select Modality
	3	Select Modality
Proposed start date	Select the proposed start date of assignment	
Website	Type partner organisation website or type 'Not Available'	
Australian organisation:	Type name of Australian Organisation linked or type 'No AO linked'	

## About the partner organisation

- **Paragraph 1: Who are you and where do you work**
  - The name and location of your organisation's office
  - Where the volunteer will be based/assignment location
  - Any other locations that your organisation works in
- **Paragraph 2: What is your aim and who do you work with**
  - Key aims of your organisation
  - Groups and communities your organisation works with
  - Partnerships with other organisations
- **Paragraph 3: Current situation and future goals**
  - Include any past achievements
  - Current capacity and strengths within your organisation
  - Ongoing commitment of your organisation

The paragraphs in each section have their own text boxes and prompts. We recommend not exceeding 200 words for section

## About the assignment

- **Paragraph 1: Highlight why this assignment is important to the organisation**
  - How will this assignment help your organisation in working towards its main goals?
  - How do these goals contribute to your long-term vision or impact in the community?
  - What benefits would you hope to see
- **Paragraph 2: How a volunteer can support this assignment, and why it cannot be filled locally**
  - What types of activities or support could the volunteer provide to your organisation?
  - What are the gaps or challenges that your organisation faces?
  - Have you tried to fill this role locally? If so, what challenges did you face in doing so?
- **Paragraph 3: Include the strengths of the organisation and what opportunities the volunteer might learn from the partner organisation**
  - What are the key strengths of your organisation?
  - How does your organisation make a meaningful difference in your context?
  - What skills and knowledge could a volunteer learn from your organisation?

### ABOUT THE PARTNER ORGANISATION

Insert information about your organisation (100 – 200 words total).

Paragraph 1: Who are you and where do you work (areas or locations)

Paragraph 2: What is your aim and who do you work with

Paragraph 3: Current situation or future goals

### ABOUT THE ASSIGNMENT

Insert an overview of the assignment (100-200 words).

Paragraph 1: Highlight why this assignment is important to the organisation.

Paragraph 2: How a volunteer can support this assignment, and why it cannot be filled locally

Paragraph 3: Include the strengths of the organisation and what opportunities the volunteer might learn from the partner organisation.



## Objectives and activities

We recommend the use of the SMART format for communicating objectives: Specific, Measurable, Achievable, Relevant, Time-bound.

### Some example objectives include:

- Improve staff capacity in monitoring and evaluation (M&E) practices
- Support the development of effective training materials for community outreach
- Enhance organisational reporting processes

### Some example activities include:

- Support staff-led training workshops on M&E tools and data collection methods
- Collaborate with the team to establish regular meetings and introduce sustainable project tracking tools
- Support the review of existing current training resources and work alongside staff to co-develop new materials with staff for upcoming programs

## Inclusion objective and proposed activity

The program is committed to inclusive practices and inclusion is an important aspect of volunteer assignments. See below some examples of proposed activities to meet the inclusion objective.

### The volunteer will work alongside members of your organisation to:

- Support the design or delivery of inclusion focused projects or programs
- Support the incorporation of inclusive practices into existing programs to ensure they are accessible to a wide range of stakeholders
- Facilitate or contribute to training, discussions, or awareness-raising on topics such as gender equality or disability inclusion
- Support the organisation to collect disaggregated data (e.g., by gender, age, disability) to better understand who is and isn't participating in their programs

Assignments should include a maximum of 3 objectives, with 1-3 activities per objective

A project **objective** is the big goal – what you want to achieve by the end of the assignment

An **activity** is a task that helps reach that big goal. It's one of the steps that gets you there, with the support of the volunteer

Assignment objectives	Proposed activities
Select phase Objective: Insert objective	<ul style="list-style-type: none"><li>• Insert proposed activities the volunteer will carry out to meet objective.</li><li>• Up to 2 or 3 proposed activities might be included for each objective.</li></ul>
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<b>Inclusion objective and proposed activity</b>	
The volunteer will work alongside the partner organisation to uphold values of diversity, equity and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status or background (eg religion, language, ethnicity and marginalised or vulnerable groups).	
The volunteer will work alongside members of <b>Insert partner organisation</b> to:	
<ul style="list-style-type: none"><li>• <b>Include 1 proposed activity the volunteer will carry out to meet the inclusion objective.</b></li></ul>	

## Selection criteria - education & qualifications

Some examples of **essential** criteria could include:

- A bachelor's degree in education, health, social work, community development, engineering, or another field relevant to the role
- Certificate or qualification in information and communications technology (ICT)
- Qualification in teaching English as a second language

Some examples of **desirable** criteria could include:

- Postgraduate qualification in international development, public health, education, or another field relevant to the role
- Formal training in cross-cultural communication
- Solid understanding of the local language

## Selection criteria - knowledge & experience

Some examples of **essential** criteria could include:

- Demonstrated experience in a similar professional role (2+ years preferred)
- Understanding of strengths-based and locally led development principles
- Experience with capacity-building or mentoring local staff

Some examples of **desirable** criteria could include:

- Experience working cross-culturally, preferably in a developing country context
- Experience working or volunteering with marginalised communities
- Knowledge of gender equality, disability inclusion, and/or climate resilience in development

Ensure the selection criteria clearly outlines the expected qualifications, skills, knowledge, and experience required for a volunteer to successfully complete the assignment

A **desirable** dot point is something that is not essential but would be nice to have

### SELECTION CRITERIA

#### Education and qualifications

Essential	Desirable
<ul style="list-style-type: none"><li>• List maximum 2 education or qualifications essential for this assignment</li></ul>	<ul style="list-style-type: none"><li>• List maximum 2 education or qualifications that are desirable (<b>not essential</b>) for this role</li></ul>

#### Knowledge and experience

Essential	Desirable
<ul style="list-style-type: none"><li>• List maximum of 3 skills required for this role (this can include skills, knowledge, experience, systems or programs).</li></ul>	<ul style="list-style-type: none"><li>• List maximum 2 (<b>not essential</b>) but beneficial skills the volunteer can offer</li></ul>

A maximum of 5 *essential* selection criteria is recommended  
A maximum of 3 *desirable* selection criteria is recommended

## Volunteer working conditions

### Line manager

Use the position title of the line manager, rather than their full name

### Working relationships

Information you may wish to add here, include:

- The name of the team that the volunteer will be a part of
- Other teams within your organisation that the volunteer will work closely with
- Specific position titles that the volunteer will work closely with

### Hours and days of work

When completing the 'in-country phase' section, replace any existing text and provide detail on expected hours and days of work. For example, 9am – 5pm Monday – Friday. If the assignment includes a remote phase/s, click the dropdown button and select the 'part-time' or 'full-time' option.

## What's next?

- If you have any questions about the PRF, please contact the in-country management team
- If you've completed the PRF, send it back to the in-country management team for review
- If they have any questions or suggestions, they will be in touch
- Once completed, the PRF will appear on the Australian Volunteers Program website, where candidates can then apply
- The in-country management teams, alongside Australian-based staff, will shortlist candidates to be presented to your organisation
- Your organisation and the in-country management team will conduct interviews, and select a preferred candidate

This section will be of great interest to applicants, as it provides key details regarding expected working conditions and the working environment.

**Line Manager:** Insert who the volunteer will report to (position title only)

**Working relationships:** Insert which team/team members will the volunteer be working with?

**Hours and days of work:**

In-country phase	Remote Phase
Full time	Select an option

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

**Work from home:** Working from home while on an in-country phase must be in line with usual partner organisation's practices and agreed with the in-country office.