

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	Duration
	1	Select Modality	Select phase duration
	2	Select Modality	Select phase duration
	3	Select Modality	Select phase duration
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

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.

ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of **[insert partner organisation]** to support the below objectives:

Assignment objectives	Proposed activities
Select phase Objective: Insert objective	<ul style="list-style-type: none"> Insert proposed activities the volunteer will carry out to meet objective. Up to 2 or 3 proposed activities might be included for each objective.
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Inclusion objective and proposed activity	
<p>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).</p> <p>The volunteer will work alongside members of Insert partner organisation to:</p> <ul style="list-style-type: none"> Include 1 proposed activity the volunteer will carry out to meet the inclusion objective. 	

SELECTION CRITERIA

Education and qualifications

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

Knowledge and experience

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

Following the Program's values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. 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.

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.

Professional indemnity insurance (Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment):

Select an option

The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIFE AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided including assignment allowances, please visit:

<https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Country context

Learn more about the host country's location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

For more information, please visit country links: [Choose Country Profile Link](#) and [Choose DFAT Country Link](#)

HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances *(This may not apply for Remote-only assignments; consider discussing with AVP team)*

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.

Assignment Due Diligence – this page is not saved as part of the Assignment Description

Main contact person	Name			
	Position title			
	Email			
	Phone		Mobile	

SUPPORT AND ALLOWANCES

Partner Organisations are not required to contribute to the volunteers' living allowance provided by the Australian Volunteers Program. If your organisation feels compelled to contribute, you must consult with the in-country management team first.

Support strategies: It is important that the volunteer is welcomed and supported throughout their assignment. Please identify what type of support the organisation will be able to offer (Eg. Transport to/from work, lunch provided). Minimum support required: appropriate workspace and resources to complete the assignment (Eg. Desk, computer)	(Eg. Transport to/from work, lunch provided). Minimum support required: appropriate workspace and resources to complete the assignment (Eg. Desk, computer)
Will the organisation provide safe and secure housing?	If yes, please describe the location and type of accommodation. Please write N/A if it is a remote assignment.

AUTHORISATION

Please complete the list and sign below:

Please note: The Australian Volunteers Program supports partner organisations to achieve their development objectives. It does not engage in or support any evangelical activities and is not linked to any political party. We partner with local faith-based organisations on the basis that the volunteer placement does not engage in evangelising; and participation in activities run by the volunteer is not conditional on conversion or adherence to a particular religious denomination. We also partner with advocacy organisations on the basis that volunteer activities are not in support of a political party or candidate.

Do you understand and accept the responsibilities of being the assignment host of the volunteer?	Select Response
Has there been a discussion with in-country staff regarding your responsibility to participate in work planning, monitoring and evaluating the assignment with the volunteer?	Select Response
Are you aware of the need to monitor the volunteer's safety and security both at work and in the community, and to provide timely advice on safety and security matters to	Select Response

both the program and the volunteer? If this is for a remote assignment please select N/A.	
Has there been a discussion and acceptance of the roles and responsibilities of the Partner Organisation, Australian Volunteers Program and the volunteer in managing the assignment?	Select Response
Have all relevant staff been included in discussions regarding this assignment?	Select Response
Has the position been identified as medical, allied health or legal professional? If yes, professional indemnity insurance is required. Have you agreed to provide professional indemnity insurance?	Select Response
Have relevant security considerations at the workplace and in the local community been considered and addressed? If this is for a remote assignment, please select N/A.	Select Response
Is the assignment manageable and recommended in terms of security and general risk management issues?	Select Response

Name of authorising officer	
Position of authorising officer	

Signature:

Date signed: