

# Play Action International Uganda Internship 2021–22



## Role description Summer Projects Officer

### Summary

The Summer Projects Officer (SPO) will be required to attend training at our UK Head Office in Milton Keynes prior to commencing their internship in a date TBC in late May / Early June.

The SPO's main responsibility in Uganda will be to support Play Action International's (PAI) project coordinators with logistics and project management, as well as to support with volunteer welfare and day-to-day tasks.

**Internship Duration -** UK – Training Day in late May/ June 2022 (TBC)  
Uganda – 30<sup>th</sup> June – 11<sup>th</sup> September 2022

**Location -** Jinja, Uganda

**Report to -** International Event Coordinators

### About Us

Play Action International are an international charity and NGO, who work in disadvantaged communities, focusing on enhancing children's learning, development and access to education through play. We take an innovative child-centred approach to education and use the power of play to transform the lives of children through our play programmes. Working in partnership with local people, we are able to provide a

community with a programme that provides a long-lasting and deep-rooted impact. In every community we work in, we ensure to include the needs of marginalised groups such as girls and, more broadly, children with disabilities.

## Role Description

In the summer, Play Action International take 200+ volunteers out to assist with building playgrounds. Volunteers will be in Uganda for 2 – 4 weeks. As a SPO you will be in charge of 15-25 volunteers per project.

Play Action International is looking for three proactive, energetic and playful Summer Project Officer Interns. You will support the International Events Coordinators in the project logistics and management of our summer volunteering projects, co-ordinating the smooth day-to-day running of projects and supporting the welfare of volunteers in Uganda.

You will need to be self-motivated and able to work at times on your own initiative to actively support volunteers and PAI staff in Uganda. There may be times where you will be required to fill in and conduct the International Event Coordinator's main responsibilities if/when required.

As Summer Projects Officer, you will regularly communicate with the International Events Coordinators and volunteers, ensuring that our organisation's values as well as safety and welfare is prioritised – so that all volunteers have an incredible experience and feel supported throughout their time in Uganda.

As a small charity, the successful candidate will be a vital part of our team driving the charity forward to uphold our reputation and deliver an ethical, sustainable and impactful volunteering programme.

## Responsibilities include

- Attending pre-project visits, in Uganda, to ensure project sites are suitable and adequately prepared for volunteer arrivals.
- Facilitating the airport pick-ups and drop offs – supporting volunteer arrivals and departures, assisting with lost baggage issues and transfer logistics.
- Assisting the International Events Coordinators with induction of volunteers upon their arrival in Uganda.

- Looking after volunteer welfare - the International Events Coordinators and Summer Project Officers have overall responsibility for ensuring the volunteers are safe, happy and having a great time. This will include dealing with disputes, illness, first aid and homesickness.
- Co-ordinating weekends and taking payments for activities - this will include working with the International Events Coordinators to book in the weekend activities, transport and accommodation for the volunteers.
- Liaising between PAI staff, volunteers, community members and build team. In order to run a smooth project, there must be high levels of communication between volunteers, community and the charity. You will also work alongside the build team and after school projects to ensure a correct work load is undertaken and motivation and moral of the team is high.

## Benefits

- Free Accommodation both on project, and rest days – a bed in a private dorm room for PAI staff on rest days, all bills included.
- Free onsite meals – lunch is provided at the PAI office each day, when living on project all meals are provided.
- Reimbursements for your visa, vaccinations needed and insurance.
- Safeguarding Training.
- First Aid Qualification.
- Free airport pick-up - we will send transport to pick you up from Entebbe.
- Days off to do your own independent travel and exploring.
- 10% off selected activities in Uganda.
- References and certificates of achievement.
- Invaluable experience working in the international development sector.

## About you

### Required Skills

- Enthusiastic about the charity's work and future aims.
- A love for travel and new culture.
- Experience in managing and leading groups.
- Excellent written, phone and face to face communication skills.
- Personable, sociable, and outgoing.
- Maintain calm when working under pressure.
- Flexible and adaptable in new situations.
- Highly organised and proactive.

## Desirable Skills

- Experience on one of Play Action International's volunteer projects.
- Time spent in East Africa.
- Experience in a welfare management role.
- Experience with University students.
- Customer service experience.

## Costs

Due to the hard work and dedication that our interns put into supporting their team, we can refund the full cost of your visa, vaccinations and insurance when you arrive in Uganda. Beyond this, you can expect to spend the following:

Flights: £500-£900  
Spending money: Completely depends on you. Previously, SPOs have spent anywhere between £200-£2,000 in the past, depending on how many activities they wanted to do, etc! PAI will provide 10% off most activities.

## Applications and Closing Date

To apply, please fill out the application form, attach your CV and send both to [jack@playactioninternational.org](mailto:jack@playactioninternational.org) The closing date for applications is **Monday 31<sup>st</sup> January 2022**. If you have any further questions, please do not hesitate to contact Jack on the above contact details.

Interviews will be held online, on **Wednesday 9<sup>th</sup> February 2022**.