

## Introducing AYAD

### What is AYAD?

As part of the Australian Government's Australian Volunteers for International Development program, funded by AusAID, Austraining International mobilises skilled, business and youth volunteers on short and long term assignments across Asia, the Pacific, Africa, Latin America and the Caribbean.

The *youth* stream, Australian Youth Ambassadors for Development (AYAD), places passionate young Australians (18-30) on short-term assignments in developing countries in Asia, the Pacific and Africa. Volunteers work with local counterparts in Host Organisations to share knowledge and skills. The AYAD Program aims to strengthen mutual understanding between Australia and host countries through making a positive contribution to sustainable development.

### Where does AYAD send volunteers?

AYAD sends volunteers to the following countries in Asia, the Pacific and Africa:

- Bangladesh
- Cambodia
- East Timor
- Fiji
- Ghana
- Indonesia
- Kenya
- Kiribati
- Laos
- Mongolia
- Nepal
- Philippines
- PNG
- Samoa
- Solomon Islands
- Thailand
- Tonga
- Vanuatu
- Vietnam

Each country has a dedicated In Country Manager whose details can be found at [www.ayad.com.au/forms-a-downloads/australian-partners](http://www.ayad.com.au/forms-a-downloads/australian-partners)

### What kinds of assignments does AYAD accept?

The AYAD Program accepts a wide range of assignments across sectors that include Education, Environment, Gender, Governance, Health, Infrastructure, Rural Development and Trades.

AYAD responds to the needs of partner countries and ensures that no volunteer assignment replaces local staff. AYAD also works in line with the Australian Government's international development program priorities when sourcing volunteer assignments.

AYAD volunteer assignments have long term sustainable development goals. AYAD does not send volunteers in response to emergencies.

## What are Host Organisations

The AYAD Program places volunteers with organisations in Asia, the Pacific and Africa. These organisations are called Host Organisations (HOs).

HOs are government departments, non-government organisations, educational institutions and private companies who host a volunteer for the duration of an assignment.

Host Organisations work with Austraining In Country Managers, and Australian Partner Organisations where relevant, to develop assignments. Host Organisations approve the selected volunteer for their assignment and discuss the assignment with the volunteer before the assignment begins.

For example of current Host Organisations visit [www.ayad.com.au](http://www.ayad.com.au)

## How long are AYAD volunteer assignments?

Assignments are 3 to 12 months. Assignment length depends on the needs of the Host Organisation and assignments cannot be longer than 12 months.

Any extension or shortening of assignment length must be agreed to by the volunteer and the HO and then approved by the AYAD Program. Only volunteers with assignments less than 12 months long can apply for an assignment extension.

## Who can become an AYAD volunteer?

AYAD volunteers are:

- Australian citizens, Australian permanent residents and New Zealand citizens who hold a Special Condition Visa
- 18 to 30 years of age

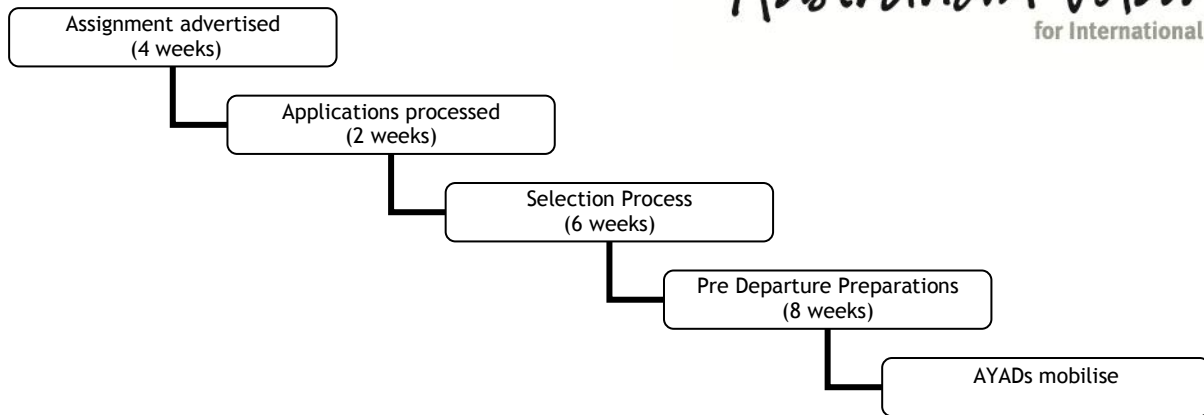
AYADs must have:

- the skills and experience to complete the assignment outcomes
- the personal attributes to become a volunteer in a developing country

## When can an AYAD volunteer begin an assignment?

AYAD has three intakes each year; with volunteers departing Australia to begin their assignment in April, July and October. AYADs mobilise in country groups for security and logistical reasons.

The timeframe below is a guide only:



# Australian Partner Organisations

## What is an Australian Partner Organisation?

A main feature of the AYAD Program is the involvement of Australian Partner Organisations (APOs). The AYAD Program provides the opportunity for Host Organisations in Asia, the Pacific and Africa to strengthen relationships with Australian organisations or create new long term partnerships.

Australian Partner Organisations are Australian government departments, non-government organisations (NGOs), educational institutions and private companies who have or would like to create links with organisations working in development in Asia, the Pacific and Africa.

Host Organisations can work together with the APO to develop AYAD volunteer assignment proposals, assist in sourcing potential volunteers and provide mentoring, advice and support to volunteers and HO staff throughout the assignment process. In some cases the APO may be the Australian office of the Host Organisation.

Host Organisations do not need an Australian Partner Organisation to submit an assignment.

For examples of Australian Partner Organisations please visit [www.ayad.com.au](http://www.ayad.com.au)

## What is the role of an Australian Partner Organisation?

An APO works with the HO and the volunteer to help:

- Develop volunteer assignments
- Encourage high quality candidates from their networks to apply for an assignment
- Prepare the volunteer by providing a pre-departure briefing
- Achieve assignment outcomes by sharing skills and knowledge, providing assistance with any issues and contributing resources where appropriate
- Assist the volunteer to re-enter Australia by providing a post-assignment debrief
- Create networks with Australian organisations and engage in skills exchange

## Creating new partnerships

The AYAD Program can help Host Organisations to begin partnerships with Australian organisations. Please contact [partnerships@austraining.com.au](mailto:partnerships@austraining.com.au) for more information.



# Developing an AYAD Assignment

## How to develop an AYAD Assignment Proposal

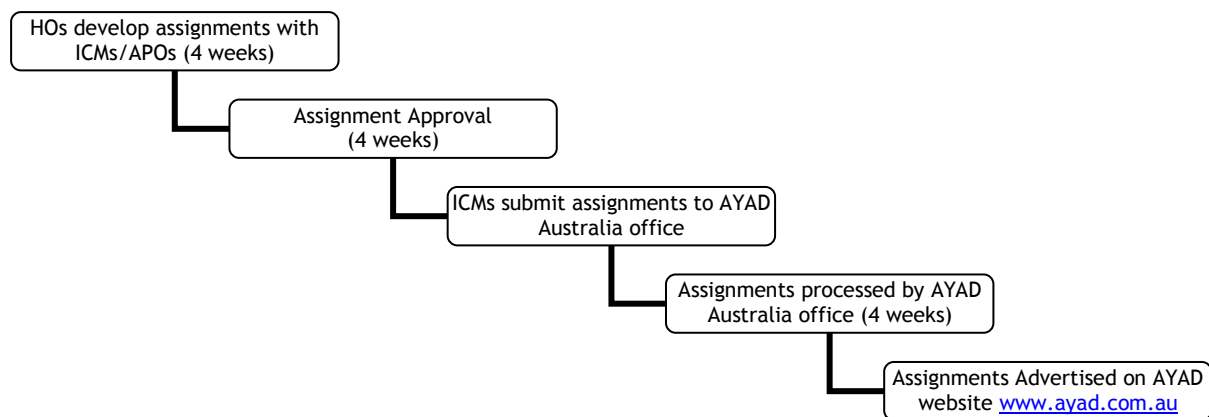
Once you have identified a need within your organisation and would like to host an AYAD volunteer you should contact your In Country Manager to develop an Assignment Proposal. You can find In Country Manager contact details at [www.ayad.com.au](http://www.ayad.com.au)

The In Country Manager will help you develop an assignment that fit the priorities of the AYAD Program in your country. You can also work with an Australian Partner Organisation to develop the assignment if you have one.

Your assignment proposal should:

- have clear, achievable and sustainable development outcomes
- outline support strategies for the volunteer while on assignment
- be achievable by someone aged 18-30

Your In Country Manager will advise you when you need to give them your completed Assignment Proposal. The timeframe below is a guide only:



## Assignment Approval

AYAD considers a number of factors when assessing the suitability of proposed assignments:

- Does the assignment have a strong capacity-building focus?
- Does it encourage an exchange of knowledge and skills between the volunteer and local staff or strengthen systems?
- Does the assignment promote local ownership and sustainability? AYAD volunteers will work with local staff, not replace them.

- Does the assignment align with priority areas identified by partner countries, AusAID and the AYAD Program?

All assignments submitted to the AYAD Program are sent to the Australian Government's overseas aid agency, AusAID for approval. In Country Managers will advise Host Organisations whether an assignment has been approved.

## Example Assignments

Here are some examples of the kinds of assignments which may be suitable:

### **Agriculture, Veterinary**

- Rural Development Officer
- Veterinary Science

### **Business, Marketing, Tourism, Art and Design**

- Business Development Officer
- Museum Curator
- Tourism Development Officer

### **Community, Social Development**

- Community Development Officer

### **Disaster and Emergency Management**

- Disaster Risk Reduction Advisor

### **Education, Training, Library**

- Science Teaching Facilitator
- Librarian Trainer

### **Engineering, Architecture**

- Environmental Project Management Engineer

### **Finance, Economics**

- Finance System Officer

### **Health**

- Infectious Disease Project Officer
- Speech Pathologist

### **IT, Knowledge Management**

- Information Management Officer

### **Law and Justice**

- Legal Support Officer

### **Management, HR, Admin**

- Administration Officer
- Human Resources Trainer

### **Media, Communications, Public Relations, Fund Raising**

- Communications Officer
- Media Marketing and Research Officer

**Natural Science, Environment**

- Climate Change Support Officer

**Skilled Trades**

- Carpenter Trainer

**Sport**

- Netball Sport for Development Officer

# Volunteer Selection Process

## Successful volunteers will meet the following criteria:

- ✓ Technical qualifications and skills to fulfil the objectives of the assignment
- ✓ Cultural awareness and sensitivity to the needs of others
- ✓ An understanding of the challenges of working in a cross-cultural environment
- ✓ Excellent communication and interpersonal skills
- ✓ Confidence in problem solving
- ✓ Adaptability and flexibility to deal with challenging situations
- ✓ A commitment to and understanding of capacity building and sustainable development
- ✓ A willingness to exchange knowledge and build capacity of individuals and organisations

## The Selection Process

The AYAD Program has a staged selection process. The selection process is based on merit and refers AYAD works within the parameters of the Australian Equal Opportunities Act.

At any stage of the selection process the AYAD Program reserves the right to withdraw the volunteer assignment.

AYAD assignments are advertised online at [www.ayad.com.au](http://www.ayad.com.au) three times a year and promoted to potential applicants. Once the candidates have submitted their applications the Selection Process is in 8 stages:

- Stage 1: Applicant shortlist
- Stage 2: Referee Check
- Stage 3: Telephone Interview
- Stage 4: Host Organisation approval
- Stage 5: Criminal History Check
- Stage 6: Pre-Departure Medical Assessment and mental health and well-being assessment
- Stage 7: Obtaining a Visa
- Stage 8: Pre-Departure Training

The AYAD Program selects candidates with the right skills and experience for the assignments. At Stage 4 Host Organisations receive the preferred candidate's application and may interview the candidate before final approval is given.

Host Organisations and Australian Partner Organisations will be informed in writing whether or not a volunteer has been selected for their assignment. HOs and APOs will then be asked to sign an Assignment Agreement which outlines the HO and APO roles and responsibilities.

## **Pre Departure Training**

Before departing for their assignments, AYAD volunteers must attend a five-day Pre Departure Training workshop which includes:

- Insurance information
- Medical information
- Security and emergency information
- AYAD policies and procedures
- Media briefing
- Community engagement training
- Capacity building training
- Cross cultural training

AYAD pays the costs of attending Pre Departure Training (airfares, accommodation and meals).

# In Country

## What do Host Organisations provide?

A Host Organisation is required to provide AYAD volunteers with:

- an appropriate workspace
- equipment required to fulfil their assignment outcomes
- work related travel expenses (including travel, accommodation and per diems)

Host Organisations may also need to provide other support such as helping to get a visa for the AYAD.

A Host Organisation will identify:

- a supervisor for the AYAD volunteer
- a counterpart for the AYAD volunteer (someone who will work alongside the volunteer)

Host Organisations provide an orientation program within their organisation for the AYAD when they first arrive and ensure that Host Organisation staff understand the role of the AYAD within the organisation.

Host Organisations will

- work with the volunteer every three months to review the work plan
- support the volunteer to achieve the assignment outcomes
- reflect on the assignment with the volunteer at the end of their time to review and finalise assignment outcomes.

In Country Managers support Host Organisations to ensure a successful AYAD placement.

## In Country Support

Host Organisations and AYAD volunteers are supported by an In Country Manager (ICM) who lives in that country. The In Country Manager helps Host Organisations and volunteers with any issues during an AYAD assignment.

Please visit our website for In Country Manager contact details [www.ayad.com.au/forms-a-downloads/host-organisations](http://www.ayad.com.au/forms-a-downloads/host-organisations)

When volunteers arrive in country the In Country Manager arranges an Orientation Program (including banking, shopping and transport options).

The In Country Manager works with Host Organisations to help volunteers with:

- safe, affordable and appropriate accommodation
- language training
- visas

AYADs are encouraged to discuss assignment issues with their Host Organisation. The In Country Manager will also offer support regarding personal or professional issues during the assignment.

## **Holidays and Travel**

AYAD volunteers are entitled to five working days of paid leave for every three months of service. AYADs must negotiate with their Host Organisation to arrange leave.

Volunteers may choose to travel within their host country, return to Australia or travel internationally during their volunteer assignment but must pay any costs beyond those provided for by their volunteer allowance.

## **Security and Emergencies**

The AYAD Program's first priority is the safety and security of AYAD volunteers. AYAD monitors the security situation in all the countries where AYADs volunteer. AYAD operates in line with recommendations from the Australian Government's Department of Foreign Affairs and Trade (DFAT) to determine the safety and security of AYAD volunteers.

Host Organisations should discuss security issues with AYADs and should be aware of AYAD Program emergency protocols.

If an AYAD volunteer's safety is threatened the AYAD Program will evacuate the volunteer. Depending on the type of emergency, a volunteer:

- may be able to return to his or her assignment after the situation is resolved
- may be offered an assignment in a different location
- may have his or her assignment terminated.

# Volunteer Support

**The AYAD Program will provide AYAD volunteers with:**

- Pre-departure Training (one week in Australia)
- Pre-departure medical examination and vaccinations
- Insurance (travel, medical and emergencies)
- Travel to the host country and back to Australia
- Personal and Professional support from the In Country Manager
- Medical and emergency assistance
- Post-assignment Debrief in Australia
- Post assignment medical assessment in Australia

## **Allowances**

- Living and Accommodation allowances
- Settlement allowance
- Resettlement allowance
- Assignment Support allowance (by application)
- Language allowance (by application)

AYAD volunteer allowances are based on different costs for different countries. The allowances allow volunteers to have a safe and comfortable lifestyle while on assignment.

# AYAD Contact Details

**For further information please contact your local In Country Manager:**

AYAD In-Country Manager Contact Details can be found at [www.ayad.com.au/forms-a-downloads/host-organisations](http://www.ayad.com.au/forms-a-downloads/host-organisations)

**To contact AYAD in Australia:**

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