

VOLUNTEER ZAMBIA – STUDENT SPORT DEVELOPMENT AND MEDIA & COMMUNICATIONS OFFICER

2025 - 2026

BACKGROUND INFORMATION

The Wallace Group is a group of 7 UK Higher Education Institutions that have for the past 20 years shared the commitment to support the development of sport in Zambia working in collaboration with Sport in Action as its principal in-country partner, along with select National Sports Federations in Zambia.

The seven Universities; Cardiff Metropolitan, Durham, Edinburgh, Loughborough, Northumbria, St Andrews, and Stirling have embraced new Directors in this ambition, including UK Sport, England Netball and Sport in Action themselves. Together they work in collaboration and continue their shared commitment to the establishment and sustainable practices of both international and sport development. Each summer the 7 universities of the Wallace Group collaborate to send students and staff members out to Zambia for 8 weeks, from the period of June-September. Working with Sport in Action, the student and staff volunteers collaborate with the in-country Zambian colleagues to deliver embedded and sustainable opportunities for young people across Zambia, particularly women and girls.

Our focus is sport development. This includes, increasing capacity, supporting the development talent pathways, and developing coaching and facilitation practices in the key sports of netball, basketball & women's football. This is done by working collaboratively with Zambian colleagues. The emphasis is on the above-mentioned areas so that with better sport facilitation, more coherent pathways and higher capacity, more vulnerable individuals will have the ability to access life-changing interventions through Sport in Action and In-Country partners and service providers.

More information relating to the Wallace Group can be found by visiting: <https://www.volunteer-zambia.com/>

VOLUNTEER ZAMBIA – STUDENT SPORT DEVELOPMENT OFFICER AND MEDIA & COMMUNICATIONS OFFICER

2025 - 2026

ROLE DESCRIPTION

Role Title: Student Sport Development Officer

Grade: Voluntary

Term: Fixed Term (8 weeks, between June & September 2026)

Responsible to: Volunteer Zambia Operational Lead / Staff Member for each University

Role Purpose: To work collaboratively with Zambian partners 'Sport in Action' (SIA) & Zambian Sport Federations by conducting a variety of practices to enhance the facilitation of sport in select hub-site communities. These practices can include:

- Outreach (Increasing Participation & Leadership Capacity)
- Improving Structures & Scheduling
- Facilitating In-Community Competition
- Supporting Zambian Colleagues in their Development
- Workshop Planning
- Sport Specific Coach Education
- Media, Marketing & Communications

The focus of each role will differ depending on the needs of each community hub-site and the individuals working within them. Students will work collaboratively with SIA staff and volunteers to support the implementation of pre-agreed plans after in-country needs assessments are conducted by Sport in Action staff.

ROLES AVAILABLE TO STUDENT SPORT DEVELOPMENT OFFICERS:

- Netball Development Officer
- Basketball Development Officer
- Women's Football Development Officer
- Media, Marketing & Communications Development Officer

KEY TASKS

(Please note that tasks can and will vary based around in-country need at the time of project)

SIA = Sport in Action

CSH's = Community Sport Hubs

Sport Specific Development Officer Roles:

- Assisting the delivery and development of your chosen sport across SIA based CSH's and where experience allows, the wider development of the sport.
- Assisting the CSH's by supporting the development of young leaders
- Developing and supporting the core aspects of a CSH including structure, participation, leadership, and competition
- Conducting outreach work to build capacity, such as taster sessions and development of ways to engage new participants, leaders, coaches and even teams, or a new demographic into activity at the CSH's
- Working with the coaches at SIA to deliver support on planning, evaluating and progression of session delivery
- Collaborating with the coordinators at CSH's and assisting with the provision of their activity
- Working with other Sport Development Officers to coordinate across SIA activities e.g., workshops, training and development, leagues, tournaments, events
- Create, develop, or maintain in community structures through the way of the CSH's committees through establishing relevant roles for committed individuals (e.g., Coach Educator, Competition Manager, Outreach Officer)
- Assisting the CSH coordinators to highlight and encourage those who want to develop, to pursue a pathway to the next level, this can include engaging in the CSH as one of the leadership committee roles
- Developing structures that incorporate the partnership of both SIA and the relevant sports association with the community sport hubs (Example: The development of a hub competition structure for netball)
- Assisting in the development of specific areas of need, highlighted by the associations e.g., workshops for coaches and officials within all hub sites or the coordination of cross community learning experiences with nearby hubs
- Working with key individuals to develop highlighted areas of the sport within Lusaka
- Assisting the International Development Manager and Project Manager in the delivery of events and activity to enhance the scope of wider sport development in the Lusaka area, the connection of partners and stakeholders and delivery of training and development facilitated by SIA & Partners

Potential Tasks (depending on experience)

- Assisting Duke of Edinburgh Award Leaders in offering mentoring support to award participants, helping them set achievable goals and offering encouragement
- Assisting Duke of Edinburgh Award Leaders in helping participants find volunteering roles and other local activities like sports, within their local community.

Media, Marketing & Communication Officer Roles

Key tasks will be dependent on your level of media / marketing experience and ability. These include:

- Documenting UK induction
- Working collaboratively with Sport in Action Media and Marketing Officer on various projects

- Creating project promotional videos to be shared via social media and used within future Wallace Group presentations
- Editing newsworthy articles for the Volunteer Zambia website
- Photography
- Videography
- Editing
- Social media management
- Creating and managing a social media schedule with other MMC Officers
- Any other tasks requested by the MMC Operational Lead/ International Sports Development Manager

Please note that spaces for this role are limited and we will typically only recruit a maximum of 4 MMC Officers across the Wallace Group institutions for these roles.

Please also note that for the MMC role you must submit a portfolio as part of your application.

EXPECTATION MANAGEMENT

- Not everything in Zambia will be plain sailing.
- There will be times where things will not go according to plan (very often).
- You will not change the world in 8 weeks.
- You will encounter several challenges including both work related, and culturally related.
- Be proactive – Use your time constructively.
- Coach development is not the ONLY way you can make an impact

DUTIES & RESPONSIBILITIES

Pre-Zambia :

- Fundraise (in accordance with the agreed targets set by each institution)
- Attend meetings (in accordance with the agreed schedules set by each institution)
- Attend the institution induction (date TBC) and the Wallace Group induction (3rd - 5th April 2026)
- Obtain First Aid and Safeguarding training & qualifications (provided by each institution)
- Undertake a DBS (provided by each institution)
- **To engage and take part in the role specific training & development organised and suggested by the Wallace Group over the 9 months prior to being in Zambia. This includes**
 - VZ online toolkit course
 - 40hrs of Coaching / Facilitation experience

In Zambia:

- ## Post Zambia:

- ## PERSON SPECIFICATION

Term: Fixed Term (8 weeks between June & September 2026)

| | Essential | Desirable | Stage to be assessed |
|------------|---|---|----------------------|
| Experience | <p>For Sport Specific Development Officer roles:</p> <ul style="list-style-type: none"> Minimum of one year's playing experience at a club / organisation where you have received formal coaching <p>OR</p> <ul style="list-style-type: none"> Minimum of one year's active coaching, or facilitation experience at time of application. | <p>For Sport Specific Development Officer roles:</p> <ul style="list-style-type: none"> Experience of working alongside other coaches / officials to deliver/facilitate sporting activity. Experience in training others to coach / officiate their sport. Demonstrate experience in areas of leadership (e.g., committee member, captain, team leader) Have obtained the Duke of Edinburgh Gold Award | 1,2,3 |
| | <p>For Media, Marketing & Communications Officer roles:</p> <ul style="list-style-type: none"> A minimum of 1 year's proven experience of developing and working within either media, marketing or communications | <p>For Media, Marketing & Communications Officer roles:</p> <ul style="list-style-type: none"> Experienced in photography and video editing in a sporting environment | 1,2,3 |

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|-----------------------------------|--|--|--|
| Education / Qualifications | <p>Currently enrolled on a PT/FT course as a UG or PG student at any of the Wallace Group Universities.</p> <p>For Sport Specific Development Officer roles:</p> <ul style="list-style-type: none"> Level 1 coaching qualification in netball, basketball, or football Minimum of 1 year coaching experience | <p>For Sport Specific Development Officer roles:</p> <ul style="list-style-type: none"> Recognised qualification in Sports Leadership Level 2 coaching qualification in netball, basketball, or football Recognised qualification in delivering disability sport training Recognised refereeing / officiating qualification in netball, basketball, or football | <p>1,3</p> <p>1,3</p> <p>1,3</p> <p>1,3</p> |
| Training | Willingness to undertake further training and gather necessary experience as required. | | 1,3 |
| Other | <p>Willingness to work irregular hours as necessary.</p> <p>Familiarise yourself with the Hub-Site Tool Kit and core project concepts.</p> <p>Enthusiasm and a keen interest in international sport development.</p> <p>Commitment to observing & striving towards the Wallace Group's and Sport in Action project aims.</p> <p>Must be available for the Wallace Group Induction (3rd-5th April 2026)</p> <p>Must be available for the full 8-week period in Zambia in 2026.</p> | | <p>1,3</p> <p>1,3</p> <p>1,3</p> <p>1,3</p> <p>1,3</p> |

Stages in assessment: 1. Application form (at shortlisting), 2. Interview

Please submit the application form to Nina Revell nrr3@st-andrews.ac.uk