

VOLUNTEER ZAMBIA – ENTERPRISE 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/>

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ROLE DESCRIPTION

Role Title:	Enterprise Officer
Grade:	Voluntary
Term:	Fixed Term (8 weeks, between June & September 2026)
Responsible to:	International Sport Development Manager / Volunteer Zambia Operational Lead / Staff Member for each University
Role Purpose:	To support the Enterprise program by contributing skills in marketing, documentation, peer engagement, and event support. Volunteers will play an important role in helping the program grow its visibility, strengthen participant learning experiences, and share stories of impact, while also gaining hands-on experience in how social enterprises operate in Zambia.

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

Enterprise Officer Role:

Product Displays & Sales

- Assist with setting up and arranging products at cafés, markets, and other community events.
- Support with packaging, pricing, tagging, and presentation of items.
- Engage with customers, answer questions, and promote products during sales.

Marketing & Communications

- Capture photos and short videos of products, participants, and activities.
- Contribute creative ideas for social media content and campaigns.
- Assist with designing simple promotional materials such as posters, flyers, or digital posts.

Documentation & Storytelling

- Collect participant stories through short interviews, photography, or video.
- Contribute to blogs, updates, and case studies that highlight enterprise activities.
- Help maintain a visual and written archive of enterprise milestones and achievements.

Peer Engagement & Learning Support

- Join training sessions and activities to encourage and motivate participants.
- Facilitate fun, interactive sessions that build teamwork, leadership, and confidence.
- Share personal university experiences to inspire participants about education and global opportunities (optional).

Operational & Administrative Support

- Assist coordinators by preparing materials, note-taking, and organizing logistics during sessions.
- Support with stock management, basic record-keeping, and event preparation.
- Provide general assistance to ensure smooth running of enterprise events and daily activities.

Please note that spaces for this role are limited and we will typically only recruit a maximum of 1 Enterprise Officer across the Wallace Group institutions for these roles.

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.

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 (10th to 12th April 2026).
- Obtain First Aid and Safeguarding training & qualifications (provided by each institution).
- Undertake a PVG (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.**

In Zambia:

- Undertake pre-agreed placements and roles where the outcome is capacity building & sustainability
- Take an active interest in becoming more culturally aware and be prepared to be fully immersed in Zambian culture
- Follow Staff Member, International Development Manager & Project Manager advice (in relation to health and safety matters)

- Respond positively to feedback from and be prepared to give formal and informal feedback to IDM, PM, staff and Zambia staff/leaders
- Follow the code of conduct

Post Zambia:

- Complete a post-placement / project review for the Wallace Group
- Complete a post-project review for individual institutions (where necessary and agreed by the institution)
- Actively support, mentor & fundraise alongside students involved in Volunteer Zambia the following year (where possible)
- Become an advocate and alumni for the Wallace Group & Volunteer Zambia.

PERSON SPECIFICATION

Role Title: Duke of Edinburgh (DofE) Officer

Grade: Voluntary

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

	Essential	Desirable	Stage to be assessed
Experience	Enterprise Officer Role: • Experience of collaborating with others (peers, young people, adults)	Enterprise Officer Role: • Experience of working alongside staff / volunteers to deliver/facilitate activity • Demonstrate experience in areas of leadership (e.g., committee member, captain, team leader) • Cultural awareness and travel experience • Experience of project implementation	1,2 1,2 1,2 1,2 1,2
Skills & Abilities	Enterprise Officer Role: • Excellent interpersonal skills • Proven ability to work independently and as part of a team • Ability to adapt to challenging and variable environments and resolve problems efficiently and effectively • Ability to develop and maintain positive working relationships • Ability to motivate self and others	Enterprise Officer Role: • Ability to reflect and review work	1,2 1,2 1,2 1,2 1,2

	• Creative skills (e.g., photography, writing, design, or social media) are an advantage but not essential. • Proven personal resilience • Demonstratable experience of displaying proactivity in a variety of situations • Able to live in a large group and have patience and empathy for others		1,2 1,2 1,2
Training	Willingness to undertake further training and gather necessary experience as required.		1,2
Other	Willingness to work irregular hours as necessary. Familiarise yourself with the DofE Programme. Enthusiasm and a keen interest in international sport development. Commitment to observing & striving towards the Wallace Group, SIA and DofE and Sport in Action project aims. Must be available for the Wallace Group Induction (10th to 12th April 2026). Must be available for the full 8-week period in Zambia in 2026.		1,2 1,2 1,2 1,2 1,2

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

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