



## Business Development Advisor

Kingston, Jamaica

12 Months | Start Date between Jul - Sep 2018

### The Volunteer's Role

The Abilities Foundation of Jamaica (AF) is seeking to develop a social enterprise (SE) as a means of enhancing the sustainability by strengthening its revenue generating capacity and we are looking for a volunteer like you to support the development of this enterprise. This is a pilot project and as such will require the groundwork of concept development and implementation. As a volunteer, you will be instrumental in supporting these processes and developing the necessary actions plans to move Abilities Foundation forward in achieving their ultimate goal of self-sufficiency.

Abilities Foundation serves to provide quality vocational education to persons with disabilities to enable them to function as creative and productive citizens. Working with Abilities Foundation will further strengthen Cuso International's aim to provide greater opportunities to vulnerable groups particularly the PLWD group and achieving a more inclusive society.

#### As a volunteer, you will:

- Support the development of the framework for the social enterprise by:
  - Reviewing AF's strategic plan and strategic meetings with staff.
  - Researching local legislation that relates to social business development.
  - Reviewing governance and operations structure of local social enterprises in Jamaica
- Support the development and execution of AF's specific Social Enterprise:
  - Idea generation
  - Opportunity recognition
  - Concept development
  - Identifying local resources that maybe used towards the development and execution of AF's social enterprise
  - Co-implement and co-manage AF's Pilot Social Enterprise project along with staff



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### Essential Academic Qualifications:

- Bachelor's Degree in Business Development

### Essential Professional Background:

- Experience in working with groups, preferably community based groups
- Excellent communication, oral and writing skills
- Knowledge skill and experience in human rights based methodology and gender sensitivity
- Experience working in organizational development/planning
- Experience in developing business plans and managing social enterprises
- Strong team work skills

## About Our Partner

### Abilities Foundation of Jamaica

The Abilities Foundation was established in November 1991 and is a registered voluntary organization. The Foundation works in collaboration with the Ministry of Labor, Social Security and the HEART Trust/National Training Agency. The Abilities Foundation is committed to provide quality vocational education to persons with disabilities to enable them to function as creative and productive citizens. It is the leading organization offering learning opportunities that will produce graduates who are able to access further education and training and become confident and competent individuals at the work place and in society at large.

## Terms and Conditions

Cuso International terms and conditions allow you to lead a modest and healthy lifestyle while being effective in your placement. This support package will cover basic living expenses for one volunteer and



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is not intended to cover home-based expenses (ex. loans, support payments, etc.) or luxury items such as imported items in placement or international personal travel.

### Support Package

- Modest monthly living allowance (varies depending country)
- Accommodation while in placement
- Return airfare and visa/work permit costs
- Cost of required vaccinations, antimalarial medication and health insurance
- Pre-departure training and in-country orientation
- Travel and accommodation for reintegration debriefing weekend
- Modest support for accompanying partners and dependents going on placement with you for 12 months or longer (Return flight, emergency medical insurance, vaccinations)
- Access to Employee Assistance Program while in placement and upon return
- Cuso International assessment day (Candidates must cover the first \$200 of the most cost-effective travel expenses and all accommodation costs).
- Travel and accommodation for the five-day pre-departure training course and for in-country orientation
- Bonus: Additional return flight home or cash in lieu after 12 months of service for volunteers who extend for another 6 months

### Fundraising

We ask each volunteer, regardless of placement length, to raise \$2,000. All volunteers receive support from Cuso International to help achieve the goal through fundraising. If the volunteer chooses not to fundraise or is unable to achieve the fundraising goal, he/she can make a one-time donation or become a monthly donor to support our work.



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### E-volunteering

Depending on the nature of the placement, volunteers are encouraged to provide e-volunteering support to the local partner or Cuso International before or after the field placement. Volunteers also have the option of requesting support from an e-volunteer to help them with their work while they are in placement.

## Residency and Citizenship

### Residency

The majority of Cuso International volunteer applicants are residing in Canada at the time of application and during the pre-departure process. Occasionally we received applications from volunteer applicants who are residing outside of Canada at the time of application. In both instances, between your application date and placement start date, we must be able to contact you and you must be able to contact us easily and promptly throughout the process.

We may require your passport and would need to be aware of your current place of residence and any travel plans you may have during this time. You will also require unrestricted access to Canada during this time for assessment and training, as applicable.

### Citizenship

Leaving your country of residence can have significant effects on your citizenship status in that country. It is your responsibility to research the consequences of travelling to Canada during the pre-departure process if you are living outside of Canada and of leaving your country of residence for a placement with the immigration authority where you live.

By applying to this placement, you accept full responsibility for any consequences related to your citizenship, residency and immigration status or penalties as a result of travel to an assessment day, training course, international placement or other Cuso International related travel.

You must check the implications that apply to you, but examples include:

- Canadian permanent residents may need to make arrangements with immigration authorities before travelling. These arrangements allow them to travel without risk to their status in Canada. Without them, residency status may be withdrawn.
- Citizens of other countries, including those visiting Canada on a visa, may have travel restrictions.



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