

CDI UK Committee 2018/19 Recruitment

1. Introduction

Every year a new committee runs Cambridge Development Initiative. This provides an unparalleled opportunity for students to oversee an entire organisation and manage a team of over 30 while implementing hands-on, community-based development projects. The CDI founders and the Board of Trustees support the student committee to ensure that the committee is equipped with the advice and skills to run the organisation successfully. The predecessor in each position is also available for advice and support throughout the year.

CDI has blossomed over the last five years and is currently in a crucial stage of development. The next student committee will have an invaluable opportunity to take CDI forward regarding long-term strategy making, project continuation and sustainability, the emergence of a global student development initiative network and furthering the collaboration between CDI UK and Kite Dar es Salaam. As a member of the CDI executive committee, you will have the opportunity to grow as a young leader, visionary, and practitioner in sustainable development.

If you would like to apply, but have any concerns holding you back, please contact us at info@cambridgedevelopment.org!

2. What is CDI?

The Cambridge Development Initiative was founded in 2013 by two students from the University of Cambridge who believed that sustainable impact begins with local changemakers, and that students could be the catalyst for this change. Since then, CDI has mobilized over 300 student volunteers to launch sustainable, community-oriented initiatives to tackle Dar es Salaam's most significant challenges.

In collaboration with KITE Dar es Salaam, our partner organization based in Tanzania, CDI's executive committee and volunteers design, implement, and evaluate development projects. Throughout the year, the UK and Tanzanian teams work collaboratively; planning project strategy, raising funds and increasing awareness.

Then each summer both organisations come together in Dar es Salaam to implement projects, engage stakeholders and evaluate our impact. We empower student leaders in the UK and Tanzania to kick start positive change in local communities through these innovative projects in healthcare, education, entrepreneurship, and water, sanitation, and hygiene (WaSH).

3. Project Descriptions

Here's a brief summary of our projects and what we have achieved - this will be helpful for prospective Project Directors!

Education

Education in Tanzania is exemplified by severely under-resourced, overcrowded classrooms of 60 to 100 students with a focus on rote-learning, where students don't often have the chance to think and act autonomously. Our education project aims to empower young people with a platform to design and implement solutions to social problems. We focus on improving the employability of students, in particular young girls, through a variety of project streams. So far, we have worked with over 1200 secondary school students around Dar es Salaam, in collaboration with local non-governmental organisations.

WaSH

Dar es Salaam's sewerage infrastructure has not yet covered many areas of the city due to rapid population growth. This means that the vast majority of households rely on pit latrines for sanitation, which is unsafe and unhygienic. The WaSH project aims to introduce simplified sewerage as a viable solution for safe and affordable sanitation within Dar es Salaam's informal settlements. We have connected roughly 400 residents to a reliable sanitation solution thus far and are planning to expand the scope of this project.

Health

There is a lack of health facilities and qualified healthcare practitioners in Dar es Salaam meaning that health centres, dispensaries and hospitals are routinely overcrowded. Difficulties in accessing treatment and medicines often means that preventative healthcare is completely ignored. Our Health project attempts to tackle these issues through workshops and awareness campaigns to increase local knowledge surrounding non-communicable disease prevention and emotional wellbeing. To date, CDI Health Project has conducted a series of sanitation workshops for children aged 10 to 14 and has run a successful trial of maternal health workshops in Vingunguti.

Entrepreneurship

Graduate unemployment in Tanzania is a large and growing problem. A significant proportion of economic activity in Dar es Salaam takes place in the informal sector. Approximately 800,000 young Tanzanian professionals compete for just 416,000 formal jobs each year. CDI's Entrepreneurship project equips university students and recent graduates with the skills necessary to develop their own social enterprises. To date, we've facilitated the start-up of 41 businesses in a variety of sectors. We are now piloting new initiatives, having handed over our previous project to local partners.

3. Role Descriptions

Position	Description
Deputy Director (2 positions)	<p><u>Roles:</u></p> <ul style="list-style-type: none"> ● Support Director in overseeing and directing executive committee of 10+ members ● Co-lead executive team meetings with UK and TZ students ● Support the Project Directors in advising on long-term strategies for projects ● Liaise with partners and stakeholders ● Coordinate volunteer recruitment and implementing the inaugural CDI training and career development programme ● Oversee fundraising operations including but not limited to: grant writing, corporate sponsorships and informal fundraising ● Take a lead on December / Summer trip logistics ● Plan annual CDI launches and events ● Give speeches, presentations, etc. at university events <p><u>Highlights:</u></p> <ul style="list-style-type: none"> ● Working closely with Kite Dar es Salaam executive committee ● Contributing to long-term vision and plans for Kite DS registration ● Establishing organisational structures and systems that have helped to make CDI more efficient, stable, and sustainable <p><u>Key Term Time Commitments</u></p> <ul style="list-style-type: none"> ● Oversee volunteer recruitment ● Organise trip logistics for the committee trip in January and the summer trip ● Maintain stakeholder connections and engage with potential new partners ● Help project directors with pre-summer trip planning and project ideation ● Conduct regular meetings with the committee to ensure plans for the summer are going smoothly <p><u>Key Summer Trip Commitments</u></p> <ul style="list-style-type: none"> ● Check in with all committee members and projects regularly to ensure everything is running to plan, including helping organise and run weekly committee and strategy meetings ● Provide welfare support for volunteers and committee members ● Strategise about long-term and post-summer plans for CDI and make decisions about the future of the organisation and projects ● Help manage collaboration with and support KITE Dar es Salaam ● Provide support to the director

<p>Project Directors</p>	<p><u>Roles:</u></p> <ul style="list-style-type: none"> ● Recruit and direct a UK project team of 5-9 members ● Form, build and manage relationships with key project stakeholders, from NGOs, to businesses, to government officials ● Work closely with the Kite DS project director to: <ul style="list-style-type: none"> ○ Facilitate the personal development of CDI and Kite DS volunteers ○ Guide the working relationship between UK and TZ volunteers ○ Lead in designing the summer project and year-round continuity ○ Manage project budgets ● Direct project fundraising efforts in the UK, including contributing to grant applications and motivating volunteers to organise informal fundraising events ● Deliver pitches, presentations, and speeches on the project ● Assist the Director and Deputy Directors in CDI-wide activities <p><u>Highlights:</u></p> <ul style="list-style-type: none"> ● Developing and managing project partnerships with large organisations and the government ● Taking real ownership over project design ● Leading a multinational team of dedicated volunteers <p><u>Key Term Time Commitments</u></p> <ul style="list-style-type: none"> ● Recruiting the volunteer team ● Pre-summer project planning ● Maintaining relationships with stakeholders and handover partners ● Conducting regular meetings with the volunteer team to inform them fully on the aims of the project and provide them with an opportunity to plan the initiatives ● Keeping in close contact with the Kite DS project director throughout the year, and liaising on all project decisions <p><u>Key Summer Trip Commitments</u></p> <ul style="list-style-type: none"> ● Overseeing and coordinating the day-to-day running of the project ● Structuring the volunteers' work day and keep on top of their whereabouts and activities ● Keeping the whole team updated on any sub-team activities ● Working closely with the KITE DSM Project Director ● Managing and tracking the project budget ● Liaising with the central committee on CDI-wide decisions ● Assisting with committee recruitment ● Conducting volunteer personal development sessions and monitoring their progress ● Resolving conflicts within the volunteer team
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	<ul style="list-style-type: none"> • Creating a collaborative, supportive and productive team dynamic
Treasurer	<p><u>Roles:</u></p> <ul style="list-style-type: none"> • Manage a budget of £50,000+ • Oversee and present budgets, accounts and financial statements • Manage the CDI bank account, bookkeeping and record keeping • Lead a team of project volunteers who are designated to keep track of project expenditures over the summer. • Ensuring the appropriate financial systems and protocol are in place, working closely with the rest of the executive committee; • Ensuring that record-keeping and accounts meet the conditions of funders or statutory bodies; • Be responsible for CDI's financial reporting, including presenting regular reports on the organisation's financial position <p><u>Highlights:</u></p> <ul style="list-style-type: none"> • Working on a long term financial strategy within the Financial Sub-Committee. • Leading a team of dedicated volunteers • Improving financial procedures and accounting records. • Working closely with the KITE Treasurer throughout the year and particularly over the Summer. <p><u>Key Term Time Commitments</u></p> <ul style="list-style-type: none"> • Completing reimbursements and payments regularly and updating the accounting system. • Drawing up monthly and quarterly reports to be sent to the Board. • Working with PDs to draw up project budgets in the months preceding the Summer period, in order to produce an overall budget as well as contingency budgets. <p><u>Key Summer Trip Commitments</u></p> <ul style="list-style-type: none"> • Tracking and evaluating project spending, and meeting regularly with PDs to discuss this. • Regularly updating the budget in order to reflect spending, fundraising and cash flow. • Leading a time of Financial Officers in order to complete reimbursements each week. • Attending external meetings which concern CDI's finances.

Publicity Officer	<p><u>Roles:</u></p> <ul style="list-style-type: none"> • Maintain and update CDI's website and social media pages, and develop a strategy through which to increase our media presence both online and via other means • Design and run the recruitment drive for volunteers (late Michaelmas) and committee (summer) • Promote CDI events throughout the year • Develop the CDI organisational brand • Aid the project directors and/or volunteers in publicising fundraising efforts • Record the summer work through film, photography, and written blogs • Work in collaboration with the Kite Publicity Officer to develop content and strategies for the summer <p><u>Highlights:</u></p> <ul style="list-style-type: none"> • Chance to be the online face of an international charity • Developing the organisation brand through a wide variety of different media • Working closely with all the committee, therefore gaining an understanding of the organisation as a whole <p><u>Key Term Time Commitments</u></p> <ul style="list-style-type: none"> • Attend full committee meetings and meetings with the Director and/or Deputy Directors • Assist informal fundraising publicity (especially in Easter Term) • Strategy and planning for the summer trip • Publicising and developing a strategy for volunteer recruitment • Maintain the JustGiving campaigns and pages during fundraising season <p><u>Key Summer Trip Commitments</u></p> <ul style="list-style-type: none"> • Content creation for CDI (Blogs, Videos and Photos) • Work in collaboration with Kite Publicity Officer • Publicising and developing a strategy for committee recruitment

4. Positions on Offer

This year the following roles are on offer:

- Deputy Director x2
- Project Director x3 (Education, Entrepreneurship and Health)
- Treasurer
- Publicity Officer

5. Application process

5.1. Dates

Applications Open: Friday 12th October

Applications Close: Sunday 28th October

Interviews: Applications will be reviewed on a rolling basis and you will be emailed individually about interview arrangements.

Announcement: Sunday 4th November

5.2. Requirements

In order to be eligible for a CDI position you must:

- Be a Cambridge University student for the 2018-19 academic year (Undergraduate or Postgraduate)
- Commit to working on behalf of CDI during the academic year
- Attend the December/January committee trip to Dar es Salaam (flexible dates) (only applicable for director, deputy directors and project directors)
- Attend the full duration of the two-month summer project period (unless you have mitigating circumstances such as starting clinical school/other graduate courses)

5.3. Checklist

In order to apply you should:

- Submit an application form – details found on webpage below
- Attend an interview with current members of the UK committees,

Instructions detailing the recruitment process and more information about our projects can be found on our website (<http://www.cambridgedevelopment.org/get-involved.html>).

Apply here!

<https://goo.gl/forms/G05CWN2U2m6hTdx2>