Opportunity Role

Opportunity ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Prof/Tech Skill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reports To Leader Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Duration (weeks): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Form Attached:  **Yes**

Hosting Partner

Partner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HFI Opportunity Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of this ORC (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORC Members Present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The Opportunity Coordinator will have reviewed the Partner’s application for this new Service Opportunity Role and made appropriate notes in the criteria table below in advance of the ORC meeting to review and approve the application. The ORC will determine whether each criteria represents a match with HFI’s needs and expectations and then on the balance of all criteria matched, make a final decision as to whether the application is approved, which then allows HFI to publish the Opportunity, solicit and accept applications for a Volunteer Posting to fulfill the Role.*

|  |  |  |
| --- | --- | --- |
| **No.** | **Partner Fit (y/n)?** | **Criteria Assessed / Notes** |
| 1 |  | Are the Outcomes specified for the role by the Partner realistic given the required primary and secondary skillsets, links to service delivery and benefactors, and proposed duration? |
| Notes: |
| 2 |  | Are the Key Success Factors specified for the role by the Partner achievable given the required primary and secondary skillsets, links to service delivery and benefactors, operating environment and proposed duration of volunteer service? |
| Notes: |
| 3 |  | Is the role directly or indirectly significantly supporting and facilitating the Partner’s service delivery programs focused on building resiliency and improving the lives of vulnerable children, women and men suffering under poverty and marginalization or otherwise at-risk people groups? |
| Notes: |
| 4 |  | Is there sufficient evidence that should the role be filled by an HFI Posted Volunteer that the Posted Volunteer in fulfilling their role will materially and positively impact the Partner’s primary service delivery to its declared benefactors? |
| Notes: |
| 5 |  | Is there reasonable evidence to show that this role and the expertise required to perform it cannot be easily filled by the Partner using locally available personnel? |
| Notes: |
| 6 |  | Is the assigned leader to whom the role reports to prepared to provide appropriate oversight and support for the HFI volunteer including appropriate acclimation and ramp up time in order to ensure the volunteer’s successful delivery towards the required outcomes and Key Success Factors? |
| Notes: |
| 7 |  | Is there a medium-to-high probability that the requested professional/technical primary and secondary skillsets requested to fulfill the Role can be sourced within a reasonable time from the communities of potential volunteers where HFI intends to publish this opportunity? |
| Notes: |
| 8 |  | Will the fulfilment of this role by an HFI Posted Volunteer build the overall technical or professional competency and operational capacity of the Partner’s staff? |
| Notes: |
| 9 |  | Will the fulfilment of this role by an HFI Posted Volunteer help to grow and develop the Partner’s organization, and help to build their capacity to increase reach and impact into the communities they serve. |
| Notes: |
| 10 |  | Will the fulfilment of this role by an HFI Posted Volunteer facilitate the delivery of Role-specific, high-quality knowledge transfer and skills training to other staff members? |
| Notes: |
| 11 |  | Will the fulfilment of this role by an HFI Posted Volunteer facilitate the delivery of general leadership coaching, mentorship and other role-related professional development to other staff members within the team the role will be serving with? |
| Notes: |
| 12 |  | Will the role allow for 100% of its service delivery to be performed while communicating in either English or French? |
| Notes: |
| 13 |  | Will the Partner take appropriate measures to ensure safety & security of HFI posted volunteers fulfilling this Role while working in their offices, on their premises, or as part of service delivery teams within communities? |
| Notes: |
| 14 |  | Will the partner provide an appropriate office environment and access to appropriate office equipment, resources, networks and other supplies for the HFI Volunteer posted to fulfil this Role? |
| Notes: |
| 15 |  | Is the likelihood high that reasonable, appropriate, and cost effective local accommodations and transportation solutions will be able to be sourced and arranged for in a timely fashion near the operating office location where an HFI Volunteer will be posted to fulfill the Role? |
| Notes: |
| 16 |  | SPECIAL: *Click here to enter text* |
| Notes: |
| 17 |  | SPECIAL: *Click here to enter text* |
| Notes: |

Based on the outcomes of the criteria matched above, the application for this new Service Opportunity Role by the requesting Partner is hereby (check only one):

**Approved  Declined Date of Decision?** *Completion date*

**Returned to Applicant to supply the following additional or missing information:**

* *Click here to enter text*
* *Click here to enter text*
* *Click here to enter text*