



# SAFAD VOLUNTEER 2021-22

## APPLICATION FOR AN OVERSEAS PLACEMENT

Please complete this form **electronically**, do not write outside the boxes provided, and if you have a disability which require special assistance at the interview or whilst you are overseas, please state **clearly**. The information provided in this form shall be used for the purposes of volunteer selection and support only and is not made available for other purposes. The completed form should be submitted via e-mail to [project.safad@cranfield.ac.uk](mailto:project.safad@cranfield.ac.uk) by 31<sup>st</sup> May 2021, along with a copy of your CV (2 pages max).

### 1. PERSONAL INFORMATION

First Name (s)

Family Name

Preferred Title (Mr/Miss/Ms/Mrs)

Nationality

Date of Birth

Permanent Address

Term Address

Tel:

Tel:

Email (not Cranfield)

Course & Level

Availability:

When would be the earliest date you could start a SAFAD placement

How long would you be able to commit to a placement (time in months)

## 2. PROJECTS

Please select up to 3 projects and order them in terms of preference (this is not binding and more can be selected, if necessary, but a minimum of two projects is to be considered).

<b>Project choice 1</b>	<b>Project title</b>
Explain why you are interested in this project, and why you feel you would be a good fit. (max 200 words):	

<b>Project choice 2</b>	<b>Project title</b>
Explain why you are interested in this project, and why you feel you would be a good fit. (max 200 words):	

<b>Project choice 3</b>	<b>Project title</b>
Explain why you are interested in this project, and why you feel you would be a good fit. (max 200 words):	

### **3. Personal Statement**

**Explain your motivation for volunteering with SAFAD and what you feel you would gain personally from the experience. In addition, please explain how you would cope with the particular challenges of living and working in a low-income country, often in basic conditions. (max 500 words)**

## **5. REFERENCES**

**Please give the name, address and telephone number of two referees whom SAFAD could contact with reference to your application. Where possible, one reference should be an academic at Cranfield, and the second somebody who has worked with you in a professional capacity, such as a former manager. (Please ensure you have sought their consent prior to listing them as referees).**

#### 4. HEALTH DECLARARTION

*Please tick to confirm the following statement. This section will not be used for assessment and will be kept separately.*

- a) I can confirm that I am not aware of any ongoing or historical medical conditions or needs that would prevent me from undertaking a SAFAD placement or cause significant difficulties working and living in the field.

If you cannot confirm the above statement, please approach the SAFAD project team to discuss any issues. This will not affect the assessment stage but may limit the projects you are able to undertake.

#### 6. DECLARATION

a) I have read and understood the SAFAD Volunteer placement terms and conditions (included at the bottom page of this form)

b) All the above information is to the best of my knowledge, true and accurate.

Signed:

Print Name:

Date:

The completed form should be submitted via e-mail to **project.safad@cranfield.ac.uk** by **31<sup>st</sup> May 2021**, along with a copy of the applicant's CV (max 2 pages).

# **Terms and Conditions for the SAFAD Volunteer**

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These terms and conditions apply to all SAFAD volunteers, the acceptance of which is a key precondition to the allocation of a SAFAD placement to any applicant.

## **Application**

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- Applications must be received by midnight of **31<sup>st</sup> May 2021**.
- Applications are **not** assessed on a first-come, first-serve basis.
- All applications must be made on the SAFAD application form available on the SAFAD website.
- Completed forms must be submitted by email to: **project.safad@cranfield.ac.uk**

## **Interviews and Selection**

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- Interviews will be conducted by an independent panel composed of at least one non-applicant committee member and one advisor.
- Volunteers will be selected by the interview panel.
- The basis of selection is the suitability of the applicant for the placement given SAFAD's objectives, and even if funds are plentiful applicants can be refused at the discretion of the interview panel.
- Selection takes place after the completion of all interviews.
- Applicants will be matched to projects on the basis of compatibility and the applicant's wishes. However, in years of high demand it may not be possible to meet the applicant's first or any preference.
- A list of 'reserve' applicants will also be drawn up.

## **Acceptance**

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- Volunteers must accept the placement **within one week** of receiving their offer.
- The placement is secured within that week through payment of a £200 deposit which must be given to the committee member administrating applications and then passed to the treasurer.
- Deposits will be repaid at the submission of at least 3 blog entries and the Final Report (see later).
- Deposits will be repaid under extraordinary circumstances such as a natural disaster/political unrest/death in family, or if the project is unable to go ahead for exceptional circumstances.
- Changes in the project details must be expected, and will not warrant repayment of the deposit.
- All partner organisations must be informed whether they will receive a volunteer or not.
- In the unlikely event that there is insufficient funding available for a project, the volunteer will have any contributions reimbursed.

## **Pre-departure**

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- It is the volunteer's responsibility to negotiate Terms of Reference and budget (which must fall within SAFAD's scope) with the partner organisation, based upon the project outline submitted in the questionnaire. This must begin as soon as the volunteer has accepted their placement.
- The volunteer contract, volunteer profile form, bank details, and emergency form must be completed and signed before the end of the academic year.
- It is the responsibility of the volunteer to organise flights, vaccinations and insurance.
- Every volunteer has to **fundraise £300** to go towards the SAFAD placement.
- SAFAD will assist with project planning and offer information and training to help prepare the volunteer for the placement.

### **Post-departure**

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- Once on placement, the volunteer must complete and return the Initial Monitoring Form, Contingency Planning Procedure, First Report, Article and Evaluation Form in compliance with the accompanying SAFAD document guidelines.
- It is the volunteer's responsibility to notify SAFAD of any significant problems or financial issues that occur while abroad.
- SAFAD will cover all expenses as agreed in the contractual budget.
- SAFAD will have a committee member to support and guide the volunteer throughout the placement.

### **Return**

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- The final report must be completed **within two months** of the volunteer's return from placement.
- The final report must be written in compliance with the accompanying SAFAD document guidelines.
- Within one month of submission of the report, and having satisfied the SAFAD terms and conditions and volunteer contract, the deposit will be refunded.
- The volunteer should make every effort to remain in contact with SAFAD, and make presentations to donors/internal audiences if practically feasible.