**Artisans’ Association of Cambodia**

**Design and Product Development Volunteer Job Description**

AAC is a member organization providing support in training, technical assistance, advocacy, networking, and sales assistance to artisan social enterprise groups in Cambodia. For more information please contact World Rehabilitation Fund at +1-212-532-6000, ldursunova@worldrehabfund.org, or at aac@online.com.kh, +1-855-23-882-949, visit [www.aac.org.kh](http://www.aac.org.kh) to learn more.

**Volunteer profile**

A mature individual over 32 years of age who possesses the following skills and abilities:

**Essential qualifications, work experience/skills:**

* High personal commitment to the organisation and role
* Work experience of general planning, and report writing
* At least two years of design and product line development experience in textiles and/or handicrafts
* Experience in SWOT analysis and design planning/training/coaching
* Spoken and written English

**Desirable:**

* Community development skills
* English editing skills
* Capability of developing a training curriculum and delivering it

**Volunteer Role, Responsibilities and Activities**

To develop, coordinate and deliver a range of product development and design support services to meet the needs of a portfolio of AAC members, including the following

1. To conduct product development and design needs analysis with AAC member organisations in order to understand their support needs
2. To develop structured PD support plans with each member and be responsible for ensuring their timely and effective implementation
3. To assist AAC member organisations with the development of internal product development processes in a structured way
4. To collect and analyse data to track improvements in members performances with regards to product development and design
5. To directly assist members with ‘new’ designs, training into areas related to product development pattern making, cutting, sewing construction, finishing techniques and costing of prototype products, developing product specifications
6. Assist buyers with transforming their ideas into designs
7. To assist the AAC product development and design team with developing their service area
8. Work with buyers in the interpretation of the specification and put it into sample development.
9. Research market and trend and develop new range of products for AAC and introduce to various markets.
10. Ensure the safety packaging, control the quality of products and make sure the products deliver on time.
11. Monitor and evaluate progress at member organisations to ensure new ranges of products produced with the assistance from AAC product developer are sellable.

An addition: Networking and building links with other volunteers working directly with AAC members to increase sharing and learning between organisations and individuals

# Reporting Requirements

It is required volunteer to write and send report to AAC Executive Director regarding to key progresses, key constraints and work plan after have been in the placement 2-3 months. First volunteer visit is expected after 3 months to review the placement.

1. **Professional support available (including line management)**

Mr. Men Sinoeun, Executive Director;

1. **Resources/equipment available (office space, etc.)**

AAC has limited office space, but a shared desk will be available, along with Internet access, desk telephone phone and email service. It is recommended that the volunteer bring their own laptop.

1. **Transport/motorbike riding required?**

Some motorbike transport may be required during fieldwork (70% of working time). Bicycle transport is adequate in Phnom Penh. And when volunteer travels to work in the province with partners he/she will be using motor-taxi, tuk tuk.

***Note that it is AAC’s policy for all volunteers to wear a crash helmet if driving or riding pillion on a motorbike. These must be bought in the country of recruitment. Please ensure that you have a white full-faced helmet before you board the plane.***

1. **Nearest internet access**

At the office and at numerous Internet cafes in Phnom Penh ($0.25 per hour)

1. **Volunteer accommodation/housing**

The volunteer will be based in Phnom Penh. Information on the location(s) is to be discussed.

Accommodation will not be identified until the volunteer is in country – or unless required to prior identify the house.

1. **Work-related travel (how long/overnight stays, etc.)**

70% or more of work time will involve travel to fields in Phnom Penh and the provinces to work with AAC members.

1. **Leave**

AAC observes public holidays based on the public holidays announced by the Cambodian government, all public holidays can be found in a calendar of the year.

**Specific issues related to this placement (Health, security, etc.)**

There is some risk of malaria and dengue in Cambodia, but they are uncommon, particularly in the capital and provincial towns where the volunteer will be working.