

POSITION DESCRIPTION

Position Title:	Sponsor Relations Intern (SRI)
Department:	Sponsor Relations
Location:	ChildFund Vietnam – Cao Bang office
Reports to:	Sponsor Relations Officer
Employment status:	Full-time

ORGANISATIONAL CONTEXT

ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children’s rights.

ChildFund Australia directly implements child-focused development programs in Viet Nam, Papua New Guinea (PNG), Cambodia, Laos, and Myanmar, and works in conjunction with the ChildFund Alliance global partnership to deliver programs in countries throughout Asia, Africa and the Americas.

Programs are funded by sponsorship contributions, grants, donations and other revenue. ChildFund Australia has an extensive child sponsorship program with more than 55,000 children in 24 countries sponsored by Australians.

ChildFund Australia’s goals are to deliver quality development programs that are respectful, responsive and effective.

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, food security, child rights and child protection and maternal and child health, including HIV prevention.

ChildFund’s programs are being implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

JOB PURPOSE & REPORTING STRUCTURE

The SRI reports to the Sponsor Relations Assistants in Cao Bang ADO.

The SRI supports the implementation of SR Assistants in Cao Bang ADO.
The SRI works closely with the SR Assistants in Cao Bang ADO and the SR Team in Hanoi Office.

POSITION SUMMARY

The SRI is responsible for assisting the SR Team in maintaining the smooth operation of all aspects of sponsor relations work to ensure the SR operational performance standard is met and team objectives can be achieved with good outcome.

KEY AREAS OF RESPONSIBILITY

1. Support and collaborate to operate effectively SR daily tasks

Correspondence

- Check correspondence and gifts in accordance with the list provided by HNO's SR team on weekly basis.
- Classify sponsor correspondence according to communes and districts, ensure sponsors' correspondence and gifts to be given to the right persons.
- Support in handling the portfolio and barcodes of incoming correspondence, checking sponsors' correspondence to ensure accuracy and appropriateness according to ChildFund's regulations.
- Update incoming and outgoing correspondence correctly in the system in a timely manner.

RAM

- Support in collecting sufficient information of children and their family in the Child Factsheets, according to ChildFund's regulations.
- Take photos of children according to the organization's standards, if required.

Regular meeting with partners and other tasks at the fields

- Participate in the regular meeting with partners, in addition implement SR activities and other integrated tasks if required.

Sponsor's visit

- Prepare logistics and participate in sponsor's visit to children in the community if required.

2. Support SR team in the implementation of annual activities

CPR (Child Progress Report)

- Collect sufficient number of CPR from communes, check and ensure sufficient and accurate information.
- Develop and stick photos in CPR, ensure the right children with the right information as in the system.
- Collaborate with SR volunteer to update records timely and accurately.

Delivery of supplies

- Check and ensure sufficient supplies provided by suppliers, classify according to the list and participate in delivering in the community if required.

Participate in organizing events such as Sponsor day, contests...

- Support in implementing the activities to promote sponsor relations to encourage children's participation and strengthen the relationship between sponsors and children.

3. Other tasks as required

- Ensure electrical files, records and other equipment of children's and sponsors' information to be protected, managed confidentially, effectively.
- Support in other activities of Cao Bang ADO when required;

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies

- Commitment to ChildFund Australia's values, vision and mission: demonstrates a strong belief in ChildFund Australia's core purpose, and reflects the values of the organisation in daily activities and behaviors;
- Teamwork: the ability to work cooperatively and flexibly with other members of the team with a full understanding of the role to be played as a team member;
- Communication: the ability to communicate clearly and persuasively verbally and in writing;
- Accountability and integrity: our obligation as individuals to account for our activities, to accept responsibility for them, and to disclose the results in a transparent manner; and
- Adaptability and flexibility: the ability to meet changing conditions and respond to new organisational requirements, with flexibility and resilience.

Functional Competencies – Technical

- Ability to use the SR database system to manage the SR daily works effectively;
- Being committed in administrative type of work;
- Have basic knowledge on development field;
- Good time management and organisational skills with ability to work to deadlines in well-organised and systematic manner, able to manage multiple priorities;
- Flexible, effective team work and interpersonal skills;
- Ability to undertake detailed activities with a high level of accuracy;
- Good Vietnamese, basic written and spoken English;
- Good translation and interpretation skills are preferable;
- Excellent computer and typing skills; experienced with computerized information (including spreadsheets, databases), familiar with software packages under Windows and Email.

Qualifications and experiences

- University/College qualification specialising in related major (English, social study, etc.);
- Previous experience working for an INGO would be an advantage.

WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS

- This is a Cao Bang based, full-time position with occasional travel to ChildFund's program areas in Cao Bang province;

- Adherence to written confidentiality policy/agreement is required;
- The successful candidate will be offered a one-year contract;
- Appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund’s child protection policy and procedure code of conduct;
- Commitment and adherence to ChildFund policies and procedures is required; and
- Allowance, other working conditions and benefits are outlined in ChildFund’s HR and Operations Manuals.

STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

ChildFund is an equal opportunities employer

People with disabilities are encouraged to apply for the position through ChildFund’s competitive hiring process.

Approval by:

Name: Deborah Leaver

Job title: Country Director

ChildFund Australia Representative Office in Vietnam

Date:.....