JOB DESCRIPTION

JOB TITLE

Sponsor Relations Volunteer (SRV)

ROLE

Being a part-time position, working under mutual work agreement, reporting to Sponsor Relations Officers, the Sponsor Relations Volunteer will play a supporting role to assist the Sponsor Relations team in ensuring the efficient functioning of the Vietnam Child Sponsorship Program.

REPORTING STRUCTURE / RELATIONSHIPS

SRV reports to the Sponsor Relations Officers.

SRV works closely with other members of Sponsor Relations Team in Hanoi.

RESPONSIBILITIES

- to ensure PO Box is checked regularly and to support SR officers in classifying sponsorship correspondence.

- to support the team in ensuring good record of sponsorship databases to ensure the systems are updated timely and accurately (if any).

- to assist the team in the arrangement of child filing system's materials in liaison with SR officers in both Hanoi Office and AD Offices with data update.

- to maintain computer files and other records to ensure secure, confidential, accountable and efficient management of Child Sponsorship Program.

- to support the team in other data relating issues and other support tasks upon request.

WORKING CONDITIONS

This is a Hanoi based, part-time position. The successful candidate will be offered a 12-month contract. Monthly travel allowance will be paid with this position.

PERSONAL QUALITIES, QUALIFICATIONS & EXPERIENCE

Organisational Core Competencies
- Commitment to ChildFund Australia's values, vision and mission, demonstrating a strong belief in ChildFund Australia's core purpose, and reflects the values of the organisation in daily activities and behaviours.

- Working in teams, being able 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.
- Good communication skills.
- Maintain confidentiality in performing the duties of the post.

Technical Competencies
- Ability to undertake detailed activities.
- Good written and spoken English and Vietnamese.
- Good computer literacy and experience with computerized information (including spreadsheets, databases), familiar with software packages under Windows and E-mail.

Qualifications & Experiences
- Have basic knowledge on development field.
- Being student specializing in English is preferable.