

KEY POSITION INFORMATION			
Job Title	Temporary Sponsorship Facilitator		
Reports To	ADP Manager		
Department/Group	Field Operation	Location	District: Ba Thuoc

**WORK CONTEXT / BACKGROUND:**

WVV's Area Development Programs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. ADPs are mainly funded by sponsorship funds, and are a phased approach to development, involving clear and consistent assessment, design, implementing, reporting, monitoring and evaluation and reflection phases. Each ADP is tailored to the needs of a specific community in alignment with WVV's strategic priorities. WVV works closely with district and commune local authorities and local partners to implement program activities.

Each ADP usually has one ADP manager, one Finance staff, one Sponsorship staff and 3 to 5 other staff who are in charge of Monitoring and Evaluation, Capacity Building, and sectoral projects such as Education, Health, Agriculture and Livelihood etc. A uniqueness of WVV's ADP approach and structure is that all ADP team members are based at the district where the ADP is located, which enables them to work closely with government partners and communities on a daily basis.

World Vision child sponsorship enhances the quality of World Vision's transformation development and public awareness ministries by providing sponsors, children, and their families and communities with a service that allows sharing of other resources, hopes and experiences in a way that it can transform both. Child sponsorship provides the majority of resources for transformational development. Therefore, child sponsorship is a required core competency of World Vision.<sup>1</sup>

Reflecting Christ's love for children, World Vision child sponsorship creates a special relationship between children, their families and communities, and sponsors that contribute to the transformation of all toward the wholeness of life with dignity, justice, peace and hope.<sup>2</sup>

**PURPOSE OF POSITION:**

To support WVV in building and enhancing Sponsorship Service Operations focusing on children's well-being and the transformation of registered children, their families and communities and sponsors, through collaborating with local sponsorship volunteers network in planning and implementing activities of the Sponsorship Management Project in the designated ADP working area.

To assist the ADP Manager in facilitating and maintaining efficient and effective Sponsorship Service Operations, Sponsorship programming and Child Monitoring according to the Sponsorship standards.

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<sup>1</sup> Board Policy on Sponsorship – Approved by WVI Board

<sup>2</sup> As above.

ROLE DIMENSION/DESCRIPTION	End Results Expected	Time Spent
SPONSORSHIP SERVICE OPERATIONS	<ul style="list-style-type: none"> <li>- Monthly/quarterly/annual plans on Sponsorship Service Operations (SSO) are made and implemented under supervision of the ADP Manager.</li> <li>- Good relations between sponsors and Registered Children (RC) are maintained through routine mailing communication between sponsors and RC.</li> <li>- Correspondences are checked for consistency and completeness as well as updated into Sponsorship Tracking Enhancement Program (Step) and mailed out to sponsor (S_SPO) or National Office (NO) as required by the Sponsorship Standards.</li> <li>- Special mailings, i.e. New Year Card, Annual Progress Report, etc are processed in a timely manner in coordination with the Sponsorship volunteer network, progress is tracked in Step and products are mailed to sponsor/Support Officer (SO) as requirements</li> <li>- Sponsor's visits are arranged and the visit reports are made in English.</li> <li>- Gift Notifications (GN), if applicable, are handled and the "Thank You" letters are translated into English and sent to sponsor/SO in a timely manner.</li> <li>- The Support Office/ Sponsor's requests are processed in a timely manner in accordance with SSO policies.</li> <li>- Child data and other sponsorship documents (both electronic and hard copies) as well as their relevant back-up copies are maintained systematically in a safe place.</li> </ul>	25%
SPONSORSHIP PROGRAMMING AND CHILD MONITORING	<ul style="list-style-type: none"> <li>- RC are selected as per the ADP's child selection criteria which is formulated with regards to the Sponsorship Standard, national and local context.</li> <li>- The planned number of RC which is agreed with the support office is maintained by timely processing new growth, replacement and reactivation.</li> <li>- Child Histories and Child Digital Images are processed and doubled-checked before entering into Step and sending to SO via weekly data files (diskettes) and CPI transfer.</li> <li>- RCs' data are updated into Step in a timely manner and in accordance to the Child Sponsorship Standards.</li> <li>- Child Monitoring plan is made annually in consultation with SSO Cluster officer.</li> <li>- The Child Monitoring process is maintained in accordance to the CMS.</li> <li>- At least one home visit to each registered child per year is ensured by ADP staff or sponsorship volunteers network or hamlet facilitators network;</li> <li>- The well-being status of RC is monitored, documented and reflected regularly in periodic reflections meetings of the ADP team in collaboration with other ADP staff, the sponsorship volunteers network and hamlet facilitators network other ADP staff;</li> <li>- Health, education and child protection of children in target areas of the ADP are monitored and appropriate follow-up actions are taken as part of the programme's interventions.</li> <li>- RC, their families and communities are intentionally included</li> </ul>	35%

	<p>in the ADP's programming interventions, transformational development; their benefit, participation are tracked.</p> <ul style="list-style-type: none"> <li>- The presence and well-being related information of the RC is required to be updated into Step and a summarized report is to be submitted to ADP manager/SSO Cluster officer after each CM cycle.</li> <li>- Weekly discrepancies are researched and resolved based on advices from SSO</li> <li>- System reconciliation is performed twice per fiscal year.</li> </ul>	
COMMUNITY AWARENESS & TRAINING	<ul style="list-style-type: none"> <li>- The sponsorship volunteer network is established and managed at the target communes of the ADP with close coordination between schools (teachers volunteers network) and community settings (hamlet facilitators network) at village and commune levels ;</li> <li>- Orientation and training are provided to sponsorship volunteers, hamlet facilitators and other related local partners;</li> <li>- Meetings with RC's parents and community local people are conducted semi-annually at village/commune levels, in cooperation with the sponsorship volunteer network, hamlet facilitators to raise the awareness of WV's sponsorship, update the ADP's programming interventions, their progress and accomplishments in community;</li> <li>- The sponsorship orientation materials (adapted with local context as possible) are distributed to all RC's parents and non-RC's parents;</li> <li>- In collaboration with other ADP team members, sponsorship network and National Communicator(s), stories about RC and their families documenting significant changes in their life, achievements, best practices and learning experiences are compiled for WV publications and shared within the Partnership.</li> <li>- In collaboration with SSO Cluster Support Staff in NO, contextualized new initiatives introduced by the Partnership Office are implemented in an effective and timely manner.</li> </ul>	25%
COMMUNE IN CHARGE	<ul style="list-style-type: none"> <li>- The commune PMB is appropriately set up.</li> <li>- Quarterly, semi and annual POA at commune level is prepared.</li> <li>- Monthly commune PMB meeting is organized with well-prepared agenda (covering (i) Progress against the commune action plan; (ii) Information required for monthly MIS; (iii) RC/Children well-being issues; (iv) Sponsorship performance; (v) Problems, concerns, and action/follow up plan, etc...).</li> <li>- Monthly commune PMB meeting minutes are recorded to report at ADP monthly meetings for reflection and follow up action.</li> <li>- VDB at village level is appropriately set up.</li> <li>- Quarterly, semi and annual POA at VDB level is prepared and implemented.</li> <li>- Assistance is provided to other Project Assistants in planning, implementing, monitoring and evaluation of other projects' activities in the in-charge commune(s).</li> </ul>	15%

<b>No. Direct Report:</b>	0	<b>Positions Supervised:</b>	
<b>Other Reporting Relationships</b>	Technically liaise with Sponsorship staff in Hanoi Office		
<b>Financial Authority</b>	No		
<b>Annual Total Budget</b>	Around US\$ 90.000		
<b>Decision Making Authority</b>	Within WVV Policies and Guidelines		

<b>Important Functional Relationships:</b> List below all the contacts required in this position in order to efficiently accomplish the objective of the position.		
<b>Contacts</b>	<b>Reason for Contact</b>	<b>Frequency of Contact (Daily, Weekly, Monthly)</b>
ADP Manager	To get overall guidance and approval	Daily, Weekly and Monthly
ADP Team Members	Track the benefits and participation of RC and their families in the ADP's activities. Monitor the well being of RC and seek support from other projects as appropriate. RC home visits by ADP staff	Weekly and monthly
Sponsorship Cluster Officer, Sponsorship Assistant or IT Supporter (Hanoi)	Technical Support	Daily, Weekly and monthly
Local Partners (PMB, Schools...)	Training/Orientation	Quarterly, semi-annually.
Sponsorship Volunteers	Correspondences, Visits, CMS, Training, Awareness Raising about Child Sponsorship, Filing	Weekly
Registered Children and their families	Child Registration into the Program; Correspondences, Visits, CMS, Orientation, Awareness Raising about Child Sponsorship	Quarterly and semi-annually.

<b>Major Challenges:</b> <i>&lt;List below some of the major challenges unique to this role and solutions or approaches to these challenges&gt;</i>	
Challenge	Possible Approaches/Solutions
- The requirement of being based at the project sites in the remote areas, living far away from the family.	- Area Allowance is given to support transportation and accommodation costs. - Staff care activities.
- Have to work with many people (Sponsorship volunteers, ADP staff...) to get the work done; continuous changes and new initiatives/standards to adopt; many urgent deadlines to meet.	- Be trained on time management, technical skills, facilitation skills and organizational skills.

<b>Knowledge, Skills, Abilities:</b> <i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)</i>		
<b>Education</b>	- Bachelor's Degree in any field	- Essential
<b>Knowledge &amp; Skills</b>	- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes; - Demonstrated training and facilitation skills; - Good time management and organizational skills; - Good interpersonal and communications skills; - Fair English, especially email/letters writing skills; - Good computer skills in Word, Excel, Powerpoint and email;	- Preferred  - Essential - Essential - Essential - Essential - Essential
<b>Experience</b>	- Experience in community development or with NGO. - Experience in capacity building for local stakeholders/partners.	- Preferred - Preferred
<b>Work Environment</b>	- Work in a team environment with great diversity - 50% time of field visits is expected	
<b>Core Capabilities:</b>	<b>Achieving Capabilities:</b> Achieving quality results and service Practicing accountability and integrity Communicating information effectively	
	<b>Self-Managing Capabilities:</b> Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness	
	<b>Thinking Capabilities:</b> Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity	
	<b>Relational Capabilities:</b> Building collaborative relationships	

	Practicing gender and cultural diversity Influencing individuals and groups
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<b>Prepared by PnC :</b>	<b>Date Revised: 31 March 2016</b>
<b>Reviewed by Child Sponsorship Manager:</b>	<b>Date: 31 March 2016</b>
<b>Agreed by Hiring Manager:</b>	<b>Date:</b>
<b>Agreed and accepted by Job Holder:</b>	<b>Date:</b>