

ADP Sponsorship Facilitator - Tuan Giao ADP

Location: [Asia & Pacific] [Vietnam] [Huyen Tuan Giao]

Category: Sponsorship

Job Type: Fixed term, Full-time

World Vision Vietnam (WVV) invites competent Vietnamese candidates for the position: Sponsorship Assistant (1 position): based in Tuan Giao district, Dien Bien province.

An ADP is a 10-15 year community development program that is an integrated approach to community development, emphasizing the process of community participation, ownership and sustainability, while addressing the macro and micro causes of poverty to achieve the sustainable well being of children. ADPs 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.

MAIN RESPONSIBILITIES:

This position provides overall coordination and strategic planning for Registered Children (RC) care and ensures the sponsorship service operating standards being met. This includes (i) provide information and analysis on RC well being and status on meeting sponsorship operating standard, (ii) contribute to finding a solution for following up on RC well being and sponsorship operating standard. This position also assists the ADP Manager in facilitating and maintaining efficient and effective Sponsorship Service Operations, Sponsorship programming and Child Monitoring according to the Sponsorship standards.

SPONSORSHIP SERVICE OPERATIONS

- Monthly/quarterly/annual plans on Sponsorship Service Operations (SSO) are made and implemented in coordination with the Development Facilitators (DFs) and under supervision of the ADP Manager.
- Good relations between sponsors and Registered Children (RC) are maintained through routine mailing communication between sponsors and RC.
- Correspondences are checked for consistency and completeness as required by the Sponsorship Standards.
- Special mailings, i.e. New Year Card, Childs Annual Progress Report, etc are processed in a timely manner in coordination with

the Sponsorship volunteer network.

- Sponsors visits are arranged in coordination with the relevant DF and the visit reports are made in English.
- Gift Notifications (GN), if applicable, are handled and the Thank You letters are translated into English in a timely manner.
- The Support Office/ Sponsors requests are processed in a timely manner in accordance with SSO policies.
- 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.
- Monthly sponsorship statistics are provided to DFs and ADP Manager

SPONSORSHIP PROGRAMMING AND CHILD MONITORING

- Regular meetings with DFs to review, plan or follow-up on sponsorship programming issues.
- RC are selected as per the ADPs child selection criteria which is formulated with regards to the Sponsorship Standard, national and local context.
- The planned number of RC which is agreed with the support office is maintained by timely processing new growth, replacement and reactivation.
- Child Histories and Child Digital Images are processed and doubled-checked before sending to SSO Department / National Office for entering into the sponsorship system;
- RCs data are updated in a timely manner and in accordance to the Child Sponsorship Standards.
- The Child Monitoring process is maintained in accordance to the CMS.
- Registered childrens presence are monitored by the DFs, sponsorship volunteers network or hamlet facilitators network as per sponsorship standards;
- The well-being status of RC is monitored, documented and reflected regularly in periodic reflections meetings of the ADP team in collaboration with the DFs, the sponsorship volunteers network and hamlet facilitators network other ADP staff;
- 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 programmes interventions.
- RC, their families and communities are intentionally included in the ADPs programming interventions, transformational development; their benefit, participation are tracked.

COMMUNITY AWARENESS & TRAINING

- 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 ;
- Technical support is provided to the DFs in conducting orientation and training sponsorship volunteers, hamlet facilitators and other related local partners;
- Technical support is provided to the DFs in conducting meetings with RCs parents and community local people at village/commune levels as per sponsorship requirements, in cooperation with the sponsorship volunteer network, hamlet facilitators to raise the awareness of WVs sponsorship, update the ADPs programming interventions, their progress and accomplishments in community;
- Assistance is provided to the DFs in sponsorship trainings such as SBT, CMS as per request.
- In cooperation with DFs , the sponsorship orientation materials (adapted with local context as possible) are distributed to all RCs parents and non-RCs parents;
- In collaboration with other the DFs , the 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.
- In collaboration with the Sponsorship Cluster Officer in NO, contextualized new initiatives introduced by the Partnership Office are implemented in an effective and a timely manner.

REQUIREMENTS:

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:

Bachelors Degree

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;