

SAVE THE CHILDREN

Sponsorship Intern	
TEAM/PROGRAMME: Child Sponsorship Programme	LOCATION: Hanoi (with some travel)
GRADE: N/A	CONTRACT LENGTH: 1 year initially
Child Safeguarding: Level 3 - The post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE: Support the implementation of Child Sponsorship Programme in both communication, administrative and logistics work for Operation Team and field implementation for Program Team if required.	
SCOPE OF ROLE: Reports to: Phan Thi Thu Huong, Sponsorship Manager Staff directly reporting to this post: N/A Budget Responsibilities: None Role Dimensions: National	
KEY AREAS OF ACCOUNTABILITY: 1) Admin & Logistics: <ul style="list-style-type: none"> • Arrange logistics for field trips, meetings and workshops and provide meeting minutes for team meetings. • Provide draft translation for Sponsorship materials if required; • Maintain filing systems; • Phone, fax, mails, scan, print, photocopy, etc. 2) Sponsorship communications: <ul style="list-style-type: none"> • Translate correspondences between sponsored children and sponsors (letters, postcards or e-mail messages) and take responsibility on the contents and precision of the translation, especially with children's letter, the language needs to be pure and age-appropriate; • Support Communication Assistants in checking, scanning and filing correspondences and child's data (both hard and soft copies); • Mail letters to field staff and sponsors; • Update Correspondence Status Tracker and follow-up with the deadline of routine correspondence; • Support Communication Assistants in production of communication materials (photos, videos, blogs, etc.) and contribute ideas to develop innovation and creative marketing materials; • Other tasks as assigned by the supervisor. 3) Field Implementation: <ul style="list-style-type: none"> • Assist field staff in providing logistics for events, such as training for community volunteers, community orientations, child enrolment campaign and annual family update (if required). • Assist implementation of program activities in the field. 	
SKILLS AND BEHAVIOURS (our Values in Practice) Accountability: <ul style="list-style-type: none"> • Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values • Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved Ambition: <ul style="list-style-type: none"> • Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same • Widely shares their personal vision for Save the Children, engages and motivates others 	

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- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS AND EXPERIENCE

Essential

- University degree
- Fluent in English and Vietnamese
- Experience in translation and interpretation from Vietnamese to English and vice versa
- Good communication and organization skills and ability to complete a wide variety of tasks
- Good computer skills including MS Office, Excel, PowerPoint
- Willing to learn and travel to project sites
- Positive attitude to team work
- Basic knowledge of development work

Preferable:

Background and skills in communications

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Pham Thu Trang

Date: 17 July 2017

JD agreed by:

Date:

JD updated by:

Date:

Evaluated by:

Date: