



KEY POSITION INFORMATION			
Job Title	ADP Sponsorship Facilitator	Hay Grade	12
Reports To	ADP Manager		
Department/Group	Field Operations	Location	Bac Binh district, Binh Thuan province

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.

As WVV moves toward the IMP implementation, the new ADP structure has one ADP manager, one ADP Coordinator, one Finance staff, one Sponsorship Facilitator and 3 to 5 Development Facilitator who will take care of all projects and programme activities for 2 assigned communes in their ADP (from assessment, planning, implementation, monitoring, evaluation and transition for the programme). 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.¹

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.²

PURPOSE OF POSITION:

This position supports WVV to build and enhance 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.

The position assists the ADP Manager in facilitating and maintaining efficient and effective Sponsorship Service Operations, Sponsorship Programming and Child Monitoring according to the Sponsorship standards.

ROLE DIMENSION/DESCRIPTION	End Results Expected	Time Spent
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¹ Board Policy on Sponsorship – Approved by WVI Board
² As above.

<p>SPONSORSHIP SERVICE OPERATIONS</p>	<ul style="list-style-type: none"> - 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, Child's Annual Progress Report, etc are processed in a timely manner in coordination with the Sponsorship volunteer network. - Sponsor's 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/ Sponsor's 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 	<p>30%</p>
<p>SPONSORSHIP PROGRAMMING AND CHILD MONITORING</p>	<ul style="list-style-type: none"> - Regular meetings with DFs to review, plan or follow-up on sponsorship programming issues. - RC are selected as per the ADP's 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 children's 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 programme's interventions. - RC, their families and communities are intentionally included in the ADP's programming interventions, transformational development; their benefit, participation 	<p>40%</p>

	are tracked.	
COMMUNITY AWARENESS & TRAINING	<ul style="list-style-type: none"> - 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 RC's 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 WV's sponsorship, update the ADP's 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 RC's parents and non-RC's 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. 	30%

No. Direct Report:	0 (or 1 to 2)	Positions Supervised:	temporary casual staff if any
Other Reporting Relationships	Technically liaise with Sponsorship staff in National Office		
Financial Authority	No		
Annual Total Budget	Around US\$ 100.000		
Decision Making Authority	Within WV Policies and Guidelines		

Important Functional Relationships:		
Contacts	Reason for Contact	Frequency of Contact

		(Daily, Weekly, Monthly)
ADP Manager	Overall guidance and approval	Daily, Weekly and monthly
Development Facilitators	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. Awareness raising on sponsorship Sponsorship training Sponsorship performance and statistics	Weekly and monthly
Sponsorship Cluster Officer or Sponsorship Assistant (Hanoi)	Technical Support	Daily, Weekly and monthly
Local Partners (PMB, Schools...)	Training/Orientation	Quarterly, semi-annually.
Sponsorship Volunteers	Correspondences, Visits, CMS, Training, Filing	Weekly
Registered Children and their families	Child Registration into the Program; Correspondences, Visits	Quarterly and semi-annually.

Major Challenges:	
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.

Knowledge, Skills, Abilities: <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>		
Education	- Bachelor's Degree	- Essential
Knowledge & Skills	- 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
Experience	- Experience in community development or with NGO. - Experience in capacity building for local stakeholders/partners.	- Preferred - Preferred

Work Environment	- Work in a team environment with great diversity - 50% time of field visits is expected
Core Capabilities:	Achieving Capabilities: Achieving quality results and service Practicing accountability and integrity Communicating information effectively
	Self-Managing Capabilities: Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness
	Thinking Capabilities: Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity
	Relational Capabilities: Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups

Prepared by People and Culture Department:	Date:
Reviewed by Sponsorship Manager:	Date:
Agreed by Hiring Manager:	Date:
Accepted and Agreed by Job Holder:	Date: