



Sponsorship Co-ordinator

Action for Children in Conflict (AfCiC) runs Child and Family Sponsorship Programmes to help street children and their families work their way out of poverty and onto self-sufficiency.

We are looking for a dynamic and motivated volunteer with a commitment of at least 6 months to manage our Sponsorship Programmes in Thika, Kenya.

Job Description:

- Visiting families already benefiting from the Family Sponsorship Scheme
- Working with families to address set-backs and to solve problems
- Liaising with other staff to carry out home visits and interviews
- Planning how sponsorship money will be spent over a defined period
- Writing reports on sponsored families and sponsored children's progress to be sent to sponsors.
- Managing communications between sponsored children and their sponsors.
- Consolidating and enhancing programmes to increase numbers of street children and families helped
- Identifying new families needing sponsorship and recruiting new sponsors
- Administering the programme
- Producing a monthly newsletter to be distributed to all sponsors

Skills and experience required (E - essential; D - desirable)

- A highly-motivated self-starter able to work on own initiative **E**
- Ability to work in difficult conditions (slum areas of Kenya) **E**
- Ability to solve-problems **E**
- Excellent inter-personal skills **E**
- Excellent written and oral communication skills **E**
- Knowledge of Microsoft Office **E**
- Willingness to undergo CRB vetting **E**
- Knowledge of sustainable development and poverty reduction **D**
- Experience of working in developing countries or in a multi-cultural environment **D**
- Experience working directly with children, particularly vulnerable children **D**

Benefits

- You will directly impact on the lives of vulnerable children and will be able to see, first-hand the positive outcomes you help to achieve
- AfCiC will provide people with professional references to support them in their career development
- You will have the opportunity to join and play an active role in our Volunteer Committee, which will help you to shape the way the organisation works, as well as providing you with the opportunity to learn new skills and enhance your C.V.
- As a small charity, AfCiC prides itself on its personal approach. Those who assist us with our work become part of the AfCiC family

Cost

Project contribution of £950 for 6 months, which goes directly to pay for the running costs of the Sponsorship Programme. Rent for accommodation (£120 per month), flights, insurance, vaccinations and other in country expenses are not included in this. The placement can last for more than 6 months to fit the right candidate.

To apply

Please visit <http://www.actionchildren.org/how-you-can-help/volunteer.php> or contact Maria Clemons at maria@actionchildren.org or contact her on 01793 767820