

# Child Sponsorship Coordinator

## Job Description



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### Purpose

The purpose of this document is to outline the duties, skills, and policy adherence for the role of the Fields of Life Child Sponsorship Co-Ordinator. Fields of Life is an equal opportunity employer.

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### Location

The Child Sponsorship Coordinator duties will be performed in the office located in Portadown, Northern Ireland. Periodically, there may be the requirement to attend or participate in fundraising or public relations functions on behalf of the Fields of Life organisation.

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### Reporting

The FOL Child Sponsorship Coordinator will report directly to the Finance Manager. The Finance Manager will guide and direct the Child Sponsorship Co-ordinator regarding the goals and aims for Fields of Life's child sponsorship programme and accountability to its supporters and donors.

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### Policy Compliance

It is Fields of Life's policy that the FOL Child Sponsorship Coordinator will perform the duties as outlined in this document to the best of their capabilities, and in accordance to the standards of the Finance Manager. In addition, the employee holding this position must know, comply with, and implement best practices as articulated in the FOL Policies.

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### Duties

- **Child Sponsorship Administration:**
    - Promote child sponsorship at all relevant opportunities and achieve agreed targets for securing new child sponsorship donors each year.
    - Develop new and innovative strategies for recruiting new child sponsors.
    - Communicate with all new child sponsors and ensure allocation of a pack for an appropriate child
    - Communicate effectively with all existing donors.
    - Manage communications between child and donor (processing mail, telephone calls and emails).
    - Work in close collaboration with the East African Sponsorship team in maintaining up to date and accurate records on the Child Sponsorship Database.
    - Regular updating of donor database to ensure all sponsorship details are accurate.
    - Overseeing the timely distribution of sponsored children's letters (sent from East Africa).
    - Assist the Finance department in ensuring regular and accurate payments for all sponsored children.
    - Administration of receipts relating to all donations for child sponsorship.
    - Ensuring all sponsorship is set up and the necessary details collected and recorded correctly.
    - Annual updating of Child Sponsorship Programme policy in liaison with Senior Management Team and East African sponsorship team.
    - Liaise with other offices including Cork, Republic of Ireland and Kent, England to ensure the effective management and delivery of Child Sponsorship Programme.
  
  - **Representing FOL at Speaking Engagements:**
    - Speaking at appropriate events when requested by the CEO or Finance Manager
  
  - **General:**
    - Reception and Telephone Duties
    - Filing – maintain associated sponsorship files
    - Provide assistance within other departments where necessary
    - Processing outgoing mail
    - Other Duties
      - Any other duties considered as necessary or appropriate at CEO/Finance Manager's discretion.
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## **Communication Requirements**

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- Provide input and feedback to the CEO/Finance Manager regarding child sponsorship practices and optimisation of the donor database.
- Responsible for the creation of standards and practices for child sponsorship. The Child Sponsorship Coordinator should be prepared to answer all queries with concrete knowledge, report(s) and/or spreadsheet(s) listing all sponsored children and their donors. Such reports should be prepared and submitted to the Finance Manager and CEO when requested. In addition, the Child Sponsorship Coordinator will work with the Kampala office to articulate best practices for the reporting and compiling of the raw information to be input into the donor system for report extraction.

## **Working Hours**

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- 35 hrs per week (full-time)
- Hours of work: 9:00 – 5:00 pm
- Additional hours: As required (possibly after hours) for attendance (and possible participation) to Fields of Life fundraising and public relations functions.

## **Remuneration**

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- The post will be remunerated based on NJC 3-4 payscale range with starting salary of £17,500 per annum.
  - FOL offers an occupational pension scheme and life insurance protection.
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