



Job Description

Job Title: Child Sponsorship Co-ordinator

Responsible to: Finance Manager

Fields of Life (FOL) is an international Christian Development organisation and was established in 1993. Since then it has developed substantially in both size and vision. Fields of Life is committed to sharing the Christian faith by collaborating with local communities and churches in East Africa to bring about positive change through the provision of quality education, clean water, health promotion and other community based projects.

To date, FOL has constructed 117 schools in 5 countries throughout East Africa, 4 health centres in Uganda, and has drilled over 500 boreholes to provide fresh water as well as a range of health promotion initiatives, educational and teacher training programmes and income generating projects. This work is ongoing and Fields of Life continues to implement projects in Burundi, Rwanda, South Sudan and Uganda.

The post of Child Sponsorship Co-ordinator is a key role, managing the FOL child sponsorship programme of c. 3,300 sponsored children. The post holder will be responsible for the effective delivery and development of the programme.

JOB SPECIFICATION/SHORT-LISTING CRITERA

Job Title: Child Sponsorship Co-ordinator

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
EDUCATION/QUALIFICATION	Relevant educational qualifications or be able to demonstrate significant relevant experience	Previous experience working within the Christian Mission / third sector environment.
AREAS OF PROVEN ABILITY	<p>Significant experience in management and ability to demonstrate good managerial and organisational skills.</p> <p>Significant demonstrable experience in a customer service type environment.</p> <p>Excellent interpersonal and communication skills with ability to demonstrate evidence of public speaking or presentations to small and large audiences</p> <p>Excellent IT skills with aptitude and competency for using bespoke child sponsorship system.</p>	<p>Experience or knowledge of mission specifically in East Africa or another third world environment</p> <p>Significant experience and demonstrated ability in a 'sales' type environment.</p>
Personal Profile	<p>Demonstrates Christ-centred life and work and committed to the principles, practices and ethos of FOL</p> <p>Ability to work effectively under pressure.</p> <p>Understanding / awareness of the role of the donor community to FOL operations.</p> <p>Passion for Christian mission and justice issues.</p> <p>Full driving licence which permits the post-holder to meet the requirements of the post in full</p>	

INFORMATION FOR APPLICANTS

JOB TITLE: Child Sponsorship Co-ordinator

BASED: Fields of Life HQ – Portadown, Northern Ireland

SALARY & REMUNERATION PACKAGE: Based on NJC payscale 3-4 with starting salary of £17,500 to include pension scheme

PROBATION PERIOD: We would draw your attention to the organisation's probationary period policy whereby your first six months of employment are considered as a probationary period, during which time we will monitor your overall performance to assess your suitability for the position.

The organisation has the right to extend this probationary period if necessary in accordance with your overall performance and, at any time, to terminate your employment giving one months notice in writing, if you are considered to be unsuitable for the position.

Interested Applicants should send CV and cover letter to the following address:

Anna Flannigan

25 Carn Road

Craigavon

Co-Armagh

BT63 5WG

Email: anna.flannigan@fieldsoflife.org

Submitted applications should be received by not later than 17:00 (BST) on Wednesday 16th December 2015