Terms of Reference
Child Sponsorship Volunteer (4 Positions)

ROLE OVERVIEW

CS Volunteer will work alongside with other interns, volunteers and PP & CS team to provide assistance in maintaining a timely supporter communication service through translation and edition of relevant documents such as child messages, child replies, supporter correspondent and reports, preparation of logistic and administration works and other assigned tasks to ensure our services to the children, communities, and supporters are quality.

AREA OF LEARNING OPPORTUNITIES

The CS volunteer position is a period for him or her to learn about ActionAid's programme and policy work and strategies relating to organisation's vision both personally and professionally. The learning process will include organisational development inputs such as participating in in-room training, proactive reading, peer sharing and field immersion. During the interned period, he/she will be supported by AAC Programme Partnership and CS team to productively deliver child sponsorship related work.

KEY TASKS

Translation and quality check support

- Provide quality translations of Child Messages, Child Replies, Supporter Correspondents and other related reports and documents.
- Assist in safeguarding and editing the translations of Child Messages, Child Replies and Supporter Correspondents.
- Monitor quality of child messages, child photo update, child new profiles and child replies.
- Support partners at the field in the collection of quality and authentic child messages, child photos, child profiles and case study (based on need and availability of volunteer).

Logistic Support

- Support in printing, scanning and renaming files in appropriate place
- Support in order the CS materials like CM, CR, etc., and store them on an appropriate shelf and its designated place
- Support in taking minutes during unit meetings and others
- Packing child sponsorship communication, and stock and stationery.

Others

- Support team in the arrangement of any related Sponsorship workshop, training, campaign, collecting CS communication materials and other assigned tasks by team.

QUALIFICATION AND EXPERIENCE

Education & Experience

- University student or preferably fresh graduate
- Good comments of written English and demonstrated interest in the field of translation
- Good interpersonal communications skills.
- Knowledge of applications including Excel, Word, email, typing both Khmer and English is essential.
- Sense of responsive, result-oriented and self-committed person
- Potentially fit for field work and be able to regularly travel and work with community and children.

Personal Qualities

- Respect and committed to shared values of the organization: mutual respect; equity and justice; honesty and transparency; solidarity with poor and marginalized people; courage of conviction; and humility.
- Good interpersonal communication skills with positive attitude towards learning and sharing
- A committed, supportive person with high responsibility.

Full-time volunteers will receive monthly stipend with amount of USD 90/month.

It is the responsibility of every staff member and intern to contribute to AAI's mission and to comply with AAI's values, policies, and principles, including but not limited to safeguarding policies, the security management plan, the IT policy, and the Digital and Data Management and Security Guidelines.

Application Submission:

Interest applicants are encouraged and invited to apply. Please submit your most recent CV and cover letter to email below. Application should be combined and sent as one single PDF file.

- Submission email: **cambodia.job@actionaid.org**
- Email subject line: **Child Sponsorship Volunteer**