



## ACTIONAID CAMBODIA (AAC) Term of Reference

Job Title:	<b>Child Sponsorship Volunteer</b>				
Directorate:	Programme and Business Development	Unit	Programme Partnership and Child Sponsorship		
Grade:	N/A	Contract Type	NA		
Location:	Phnom Penh (periodical travel to the field)				
Reports to:	Programme Partnership and Child Sponsorship Coordinator				
Direct Reports:	N/A	Job Role			
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.				
Areas of Responsibilities	Key Activities				
<b>Translation and quality check support</b>	<ul style="list-style-type: none"><li>Provide quality translations of Child Messages, Child Replies, Supporter Correspondents and other related reports and documents.</li><li>Assist in safeguarding and editing the translations of Child Messages, Child Replies and Supporter Correspondents.</li><li>Monitor quality of child messages, child photo update, child new profiles and child replies.</li><li>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).</li></ul>				
<b>Logistic Support</b>	<ul style="list-style-type: none"><li>Support in printing, scanning and renaming files in appropriate place</li><li>Support in order the CS materials like CM, CR, etc., and store them on an appropriate shelf and its designated place</li><li>Support in taking minutes during unit meetings and others</li><li>Packing child sponsorship communication, and stock and stationery.</li></ul>				
<b>Others</b>	<ul style="list-style-type: none"><li>Support team in the arrangement of any related Sponsorship workshop, training, campaign, collecting CS communication materials and other assigned tasks by team.</li></ul>				
Key Relationships to reach solutions					
<b>Internal (to ActionAid or team)</b>	<b>External</b>				

Person Specification	
Education & Certifications	<ul style="list-style-type: none"> <li>• University student or preferably fresh graduate</li> </ul>
Essential Experience Knowledge and Skills	<ul style="list-style-type: none"> <li>• Good command of written English and demonstrated interest in the field of translation</li> <li>• Good interpersonal communications skills.</li> <li>• Good working in a team with diversity.</li> <li>• Knowledge of applications including Excel, Word, email, typing both Khmer and English is essential.</li> <li>• Sense of responsive, result-oriented and self-committed person</li> <li>• Potentially fit for field work and be able to regularly travel and work with community and children.</li> </ul>
Desirable Knowledge, Experience and Skills	<ul style="list-style-type: none"> <li>• Ability to meet tight deadlines and work independently; be innovative and creative.</li> <li>• Experience of working on Child Sponsorship Programme and children.</li> <li>• Knowledge or experience of the Not For Profit, NGO and development sector.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Good interpersonal communication skills with positive attitude towards learning and sharing</li> <li>• A committed, supportive person with high responsibility.</li> <li>• Ability to manage confidential information</li> <li>• Strong sense of teamwork and motivation to turn routine work into something creative</li> <li>• Gender, PLD and HIV/AIDS sensitive and responsive.</li> </ul>

It is part of every AAC member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility*.

**Prepared by:**

Line manager Signature Date:

**Reviewed by:** Signature Date:

P&C Member

**Approved by:** Signature Date:

Country Director

**Accepted by:** Signature Date:

Name of intern/volunteer