



Sponsorship Co-ordinator

KEY RESPONSIBILITIES AND PERSON SPECIFICATION

About Stand by Me

Stand by Me Ethiopia is a children's charity committed to rescuing vulnerable children from poverty and giving them the care, education and support they need to thrive. We work alongside local communities to ensure children are safe, healthy and equipped for a brighter future. Our vision is to see every child we care for reach their full potential and become everything they were born to be.

Stand by Me Ethiopia is registered with Federal Democratic Republic of Ethiopia, Authority for Civil Society Organisations with Charity Number (2267) with a mandate to provide comprehensive care and support services to orphan and vulnerable children and the guardians/families.

About the role

The Sponsorship Co-ordinator plays a vital role in facilitating communication between Bethany Project and the sponsors and donors who financially support the work.

Child sponsors provide a significant proportion of the funds needed for the day-to-day costs of supporting children in the care of Stand by Me and often further impact the children's lives through messages of encouragement, prayer and additional gifts. Stand by Me is therefore seeking a Sponsorship Co-ordinator who is good at working with children, has excellent communication skills, attention to detail, creativity and a positive attitude.

Bethany Project has a well established sponsorship programme and the Sponsorship Co-ordinator will be expected to collate information from the child, their family, teachers and other individuals to prepare case histories and progress reports, as well as assisting children in writing individual letters to their sponsors.



We rescue children,
then we do
whatever it takes to
provide the care,
love and attention
they need to thrive.

Job Title:
Sponsorship Co-ordinator

Location:
Bekoji, Arsi

Contract:
Full-time

Salary:
Competitive based on
experience

Reports to:
Sponsorship Manager
(Ethiopia Bekoji Project)



Key Responsibilities

- **Child Enrolments:** Preparing an Enrolment Form and a photograph to send to SBM-UK within 2 weeks of a child's arrival at the project so that a sponsor can be assigned.
 - **Child Departures:** Immediately notifying SBM-UK when a child departs the project by completing a Child Departure Form, including the circumstances of the child's departure & a summary of how the child has benefited from their time at SBM.
 - **Communication Format and Liaising with SBM UK Sponsorship Team:**
 - Including the child's ID number in all correspondence
 - Ensuring the spelling of the child's name and date of birth is consistent across all correspondence and records.
 - Keeping a record of when each child writes to each sponsor.
 - Monitoring & updating the sponsorship list on a constant basis.
 - **Communication screening:** Reading and screening the content of all letters to and from sponsored children to ensure that the content is appropriate.
 - **Annual Greeting Letter:** Assisting each child to write a personal letter to their sponsor.
 - **Progress Report:** Sending a new photo and updated progress report for each child to SBM-UK.
 - **New sponsor correspondence:** Assisting children writing 'Welcome to my heart' letters when they are given a new sponsor.
 - **Organise Mailings:** Helping organise and send mailings during the year to every sponsor. Creatively thinking up new ideas for the mailing and assisting the children to produce personal and individual correspondence, making sure all children and sponsors are accounted for.
 - **Distribute and translate Postal gifts:** Facilitating the distribution of gifts and translating messages to the children from sponsors and helping children write back to their sponsors to thank them for their gift or letter.
 - **Control the budget for Treat Funds and manage return 'thank you' correspondence to the sponsors:** In reference to the above, facilitating effective use of the Treat Fund budget helping purchase gifts when requested to do so.
 - **Ad hoc communication with SBM-UK** Updating the UK office when there are significant events in a child's live.
 - **Safeguarding:** At all times, working in accordance with SBM safeguarding policy.
- He/she perform any other relevant tasks assigned to him/her by the SBMETH Bekoji Project Sponsorship Program Coordinator.
- This job description can be amended or changed when deemed necessary or from time to time as required.



Person Specification

Qualifications & Experience

Essential

- BA degree in English Language, Communication, Sociology, Psychology or similar field
- Minimum 2 years in similar role
- Excellent communication skills and fluently able to speak, write and read English and Afaan Oromo
- Computer literate and with excellent typing skills
- Experienced of working with Microsoft Office programmes
- Experienced and confident in working directly with children aged 6 – 18
- Motivated, organised and diligent
- Excellent time management skills and able to produce work to a set deadline
- To apply a good attitude in all aspects of this job, being in sympathy with and support of the ethos of the *Stand by Me* vision and mission

Desirable

- Experience working with similar NGOs
- Masters degree advantageous

Safeguarding Commitment

Stand by Me is committed to safeguarding and promoting the welfare of children. The Sponsorship Co-ordinator must uphold the highest standards of child protection, professional conduct, and accountability.

Appointment to this role is subject to appropriate background checks and adherence to safeguarding policy.