

act:onaid Terms of Reference and Person Specification

Job Title:	Trainee - Child Sponsorship (CS)	Effective Date:	10- Oct to 31 st - Dec-2022
Department:	Resource Generation	Job Family:	Sponsorship
Reports to:	Supervised by Associate Sponsorship Officer; Oversight by Sponsorship Coordinator	Grade:	NA
Location:	Country Office, Kathmandu		
Direct Reports:	None		
Job Role			
Role Overview:	CS – Trainee is responsible for the quality assurance of CS content, translation of child information, feedback compilation, manage new child profiles in the CS system, manage the supporter correspondence, and draft case stories. S/he will support in bulk mail CS content and dispatch supporter communication.		
Accountabilities			
Key Accountabilities / Responsibilities	Key Activities		
Organizational systems	<ul style="list-style-type: none"> This position is responsible to adhere/ comply with approved organisational policies and procedures. 		
CS Business Process and quality assurance	<ul style="list-style-type: none"> Quality check of child message (drawing and child information) and make correction wherever required. Compile feedback based on CS content received from PNGOs. Preparation of dispatch (renaming photo update card). Prepare the CS content (child message, child photo and correspondence) for bulk mail; set the CS content pack as per requirement of funding affiliates. Develop child's information update in English language as per answers received from child in Nepali language from PNGOs (if necessary). Draft case stories. 		
Others	<ul style="list-style-type: none"> Any other tasks as assigned by Line Manager/Supervisor 		
Key Relationships to reach solutions			
Internal (to ActionAid or team)		External	
All departments of AAIN		Relevant parties for the department	
Person Specification			
Education & Certifications	<ul style="list-style-type: none"> A Bachelor's degree in Management/Social work or relevant field or its equivalent from a recognized University is preferable 		
Essential Experience	<ul style="list-style-type: none"> Experience of working in multi-cultural environment 		
Essential Knowledge	<ul style="list-style-type: none"> Sound knowledge of rural life (to contextualise the information received from field) 		
Language proficiency	<ul style="list-style-type: none"> Fluency in written and spoken English and Nepali 		

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Essential Skills	<ul style="list-style-type: none">• Good Nepali to English translation skills• Planning and organizing
Personality trait	<ul style="list-style-type: none">• Organized• Persistent• Collaborative

This Terms of Reference (ToR) covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from Trainee. Other tasks may be assigned as necessary according to organizational needs.

It is part of every member's responsibility to contribute to AAIN's mission and comply to AAIN's values, which are: *Mutual respect, Equity and justice, Integrity, Solidarity with the people living in poverty and exclusion, Courage of conviction, Independence, Humility.*

It is part of every member's responsibility to contribute to AA Nepal's principles, strategies, policies, and procedures on *Feminist Leadership, Safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security.*