

JOB DESCRIPTION & POSITION DESCRIPTION QUESTIONNAIRE (JDPDQ)

VACANCY INFORMATION			
Job Title	Sponsorship Communications and Engagement Specialist	Manager Name and Title	Pratigya R Khaling Rai Sponsorship Manager
Department/Office	NO Operations	JD Last Reviewed	
EXL Member/PL/RL		Cost Center	
Employee Type	Fixed term, Full-time	For P&C Use Only:	
Contract Type	Local I	JEM Code	
Contract Duration	2+ Years	Our People Job ID	
Hours Per Week		Work Unit ID	
Vacancy Type	NO/SO Department - Local Recruitment	Overtime Exemption	Choose an item.
Vacancy Details	Development (Field or Office)	L-IM Scale Eligibility	Choose an item.
Preferred Office Location	NO	P&C Notes for Role	

JOB PURPOSE <i>(Limit 750 characters)</i>
<p>The Sponsorship Communications and Engagement Specialist will coordinate processes that enable WVIN to generate products and resources (Videos, Photos, Stories) that can deepen Child Sponsorship and Community Sponsorship experience for sponsors/supporters and partners, children and communities. It requires to manage the Sponsorship Systems desktop, Horizon mobile application and data management to ensure the quality of data and efficient management of Sponsorship systems. It also requires to identify and manage data gaps in system/ child data and child media contents. This position will provide technical support to capacitate staff of WVIN FOs, APs, partner NGOs and short term staffs to ensure quality of Child Sponsorship and Community Sponsorship products and resources including 2.0 products and Horizon Systems and application management in compliance with partnership standards.</p> <p>This position will lead coordination with WV Global Centre (GC) with regards to Child Sponsorship and Community Sponsorship communications in terms of Sponsorship 2.0 products and internally with FOs, APs, PNGOs and other functions of WVIN Field Office. This position requires to interact and coordinate with other functions and sectors to ensure Sponsorship Data is being triangulated and utilised to influence programmatic decisions that address child wellbeing issues and maximize Child Wellbeing activities through programmes in the APs. This position also demands to manage the registered children's data portfolio and ensure the quality and timeliness of the information of registered children in the horizon hope reimagined.</p> <p>This position requires to effectively support WVIN to engage sponsors by creating a compelling, integrated and coherent story that includes both authentic child expression and inspiring proof of change describing the needs, progress and improvements in children's well-being through Sponsorship 2.0 and Data Management in each Area Programs (AP) under WVIN. This position should facilitate strong community and partner engagement and ownership of child sponsorship Sponsorship 2.0 and Data Management processes in the field by developing sponsorship activities that promote children's participation and well-being, and to mitigate potential problems traditionally associated with sponsorship practices. This position also requires to support each FO/APs to link Sponsorship 2.0 and Data Acquiring activities with children's participation, life skills and voice (Children's expression, advocacy and influence).</p> <p>The work achieved because of this role is key to World Vision's sponsor retention and acquisition efforts globally, by providing child and community data and media contents that support the optimum experience a sponsors has with the organization. It is through the child and community data and media contents processed by the team, that sponsors have an opportunity to start and grow a relationship with a sponsored child and their community.</p> <p>The position reports to the Sponsorship Manager enabling him/her to lead and achieve the goals and objectives of the maintaining Child Sponsorship requirements of Sponsorship 2.0 and Data Management effectively in alignment with WV global standards and WV leapfrog initiative to revitalise Sponsorship through digital communications.</p>

This position is also required to lead, coach, supervise and monitor the work of FO's Sponsorship Communications: 2.0, Horizon and Data Management Coordinator, NO Sponsorship Trainee and Casual Staffs mobilized at NO for all kinds of Sponsorship deliverables.

Sponsorship Communications and Engagement Specialist will be responsible for APs in Udayapur East and West, Rautahat East and West, Mahottari East and West, Lamjung AP, Sindhuli East and West, Sarlahi East and West, and any new additional APs that will start up under WVIN East Field Office as well as APs in Bhajang East and West, Doti East and West, Achham East and West, Kailali East, Chisapani, Jumla and Kanchanpur and any new additional APs that will start up under WVIN West Field Office.

MAJOR RESPONSIBILITIES		
% of Time	Activity	End Results
40%	<ul style="list-style-type: none"> Coordinate and monitor operations of all Child Sponsorship and Community Sponsorship Business processes of Sponsorship 2.0 and Data management for WVIN Coordinate and monitor quality, integrity, security and consistency of information generated by all Child Sponsorship and Community Sponsorship 2.0 products and systems for WVIN Coordinate and ensure all the child media contents related to child sponsorship is timely captured in APs, uploaded and WV sponsorship global rich media standard is maintained. Coordinate and monitor queries related to Child and community contents and RC data for WVIN APs. Ensure queries are responded to and followed up by relevant FO/APs in a timely manner. Ensure queries and feedback loops are documented and closed appropriately Ensure Sponsorship Operations Indicator (SOI) reports in terms of RC's Data for WVIN APs are green and plan follow up action in case of variance and discrepancies. Ensure WVIN APs have latest updated media contents for capability in Auto APR production and identify and manage data gaps in system/child data and child media content. Coordinate with other functions and sectors to ensure Sponsorship Data is being triangulated and utilized to influence programmatic decisions that address child wellbeing issues and maximize Child Wellbeing activities through programmes in the APs Manage the registered children's data portfolio and ensure the quality and timeliness of the information of registered children including well managed RC growth of APs in the horizon hope reimagined. Ensure that the reports are generated timely and shared regularly to FO/APs and timely action and follow up on GC rejected child media contents. Liaise with MEAL functions to identify data discrepancies/gaps in WVIN's various systems and to work on ensuring the data are authentic and consistent in all WVIN systems. Ensure that WVIN's digitalization efforts are in alignment with the Partnership communications and products standards of Child Sponsorship and Community Sponsorship Manage digital upload of all community media products ensuring their quality and timeliness. Generate, analyze and establish trends based on Horizon Hope Reimagined reports on RCs and submit to Sponsorship Manager as basis for analysis and recommendation for Operations programming purpose. 	Lead operations of Sponsorship Business Processes of Sponsorship 2.0 and Data management of WVIN to enable timely Sponsorship 2.0 production and Horizon systems reconciliation for WVIN Area Programmes (APs) in compliance with WV global Child Sponsorship Standards and key performance indicators

20%	<ul style="list-style-type: none"> • Provide technical support and facilitate capacity building of FO/AP/PNGO staffs and short term staffs to maintain quality, timeliness and understanding of all child sponsorship child and community media contents. • Provide capacity building and technical support to FO/AP/PNGO to ensure quality, integrity, security and consistency of data input at the district level • Provide capacity building and technical support to partner FO/AP/PNGOs to ensure that their performance meet minimum organizational standards relevant to systems operations • Conduct regular visits to target districts to ensure consistent processes and enable direct support when necessary • Identify Sponsorship Business related issues on Sponsorship 2.0 and Data management and provide problem solving or trouble shooting support to districts, or coordinate support with GC when Sponsorship Business related issues need to be escalated. 	Lead capacity building and technical to ensure quality, integrity, security and consistency of 2.0 features and data management as well as timeliness and responsiveness of systems operations
20%	<ul style="list-style-type: none"> • Liaise with GC/RO to identify and describe sponsor/ SOs motivations and interest in a way that helps WVIN to capture RC Data and Child and Media content that meet Sponsor/ SO's expectations • Liaise with GC/RO to identify key messages to communicate to sponsors, including (i) key challenges facing children, and (ii) key programme achievements that demonstrate change in children's lives • Liaise with GC/RO/FOs/APs/PNGOs to identify modalities to work with children, families and community to help them understand the importance of collecting authentic, heart-warming and inspiring stories • Manage custody of sponsorship records of registered children in Phasing out APs and other confidential records in coordination with IT Support at NO level. • Manage the Child's Data Quality (DQ) Review process in close coordination with GC and AP. • Support Sponsorship Manager to identify activities where Sponsorship 2.0 processing and media production can be aligned to best capture children's participation and impact through WV's programmes. 	Lead internal and external relationships that are critical to ensure quality child data and child and community media content acquirement from APs/ PNGOs/ Communities
10%	<ul style="list-style-type: none"> • Identify, assess and communicate risks associated with maintenance and management of Sponsorship 2.0 and Data management for WVIN. Coordinate mitigation measures together with NO Stakeholders, RO and GC • Ensure that all processes associated with WVIN's Child Sponsorship 2.0 and Data management are in compliance with organizational standards and policies 	Lead management of Child Sponsorship 2.0 and Data management Risks in compliance with WV Global standards
5%	<ul style="list-style-type: none"> • Contribute to strategic organizational process including annual planning, budgeting and reporting processes, and audit processes • Continuously assess the efficiency, effectiveness and quality of WVIN's Child Sponsorship Communications Business related processes. Share learning and critical feedback with NO Stakeholders, RO and GC stakeholders to initiate processes for improvement 	Lead quality improvement for all Child Sponsorship and Community Sponsorship systems, and organizational strategy planning processes
5%	<ul style="list-style-type: none"> • Perform other organizational and business processes that are required to contribute to WVIN's strategic objectives and to maintain a healthy organizational life • Increasing demonstration and understanding of and commitment to World Vision's Core Values in the approach to work and relationships 	Contribute to overall organizational life and strategic objectives

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE					
Required Professional Experience	<p>Minimum of 4 year experience in similar or equivalent positions in development sector or sponsorship-focused organization</p> <p>Experience in preparing and facilitating training workshops</p> <p>Experience working in a rural or remote district of Nepal</p> <p>Basic storytelling techniques, Child engagement techniques, Critical thinking skills and Communication and facilitation skills, including communicating with children and adults with respect and dignity</p> <p>Understanding of poverty issues, development theories and sustainable development practices including empowerment approach through community-led activities and advocacy</p>				
Required Education, training, license, registration and certification	<p>Bachelor's Degree in Social Science/Development Studies/ Sociology/ International Relation or any relevant field</p> <p>Strong people management skills including performance management and capacity building skills (facilitation, mentoring and coaching skills)</p> <p>Good analytical skills; ability to critically analyze data, identify diverging and converging trends, and recommend improvement</p> <p>Good interpersonal skills and cross-cultural sensitivity. Strong collaboration and partnership skills to mobilize engagement and influence.</p> <p>Computer and Technology literacy; Strong computer skills including Word, Excel, PowerPoint; Strong experience in using technology including information management database software and platforms</p> <p>User experience with WV's data management, information platforms such as Horizon SSUI and Horizon Mobile Application</p>				
Preferred Knowledge and Qualifications	<p>Master's Degree in Social Science/ Development Studies/ Sociology/ International Relation or any relevant field</p> <p>Knowledge of World Vision's Technical Programmes and organizational policies and standards, including Child Sponsorship standards and Sponsorship Integration</p> <p>World Vision's experience in development programmes</p>				
Travel and/or Work Environment	<p>Will be required to spend at least 60 % of work time traveling to target districts to provide technical support, capacity building and monitoring of performance</p> <p>Willingness to work outside office hours especially when conducting monitoring/field visits</p>	Physical Requirements		Language Requirements	Effective written and oral communications skills including presentation and reporting skills (both English and Nepali)

KEY WORKING RELATIONSHIPS		
Contact (within WV or outside WV)	Reason for Contact	Frequency of Contact

DECISION MAKING

As per LOA and WVIN system.

CORE COMPETENCIES - For all positions, select the top 3 prioritized competencies from below. [Click here for a quick overview of our Core Competencies.](#)

- Be Safe and Resilient
- Build Relationships
- Learn and Develop
- Partner and Collaborate
- Deliver Results
- Be Accountable
- Improve and Innovate
- Embrace Change

For Management positions only, select the top 2 prioritized competencies from below.

- Model Self-Management
- Engage, Influence, Lead and Grow Others
- Run an Effective and Agile Organization
- Develop the Organization for the Future

APPROVALS

Manager Name	Pratigya R Khaling Rai	Manager Approval Date	
P&C Name		P&C Approval Date	