

Sponsorship Programme Facilitator (Livelihood and Resilience)

Location: [Africa] [Tanzania]

Town/City: Nyasa

Category: Sponsorship

JOB PURPOSE		
<p>Effectively and efficiently facilitate Implementation of program development and sponsorship at the project level to ensure that communities are empowered for sustainable development and they contribute to child wellbeing outcome as per World Vision standards</p> <p>Communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.</p>		
MAJOR RESPONSIBILITIES		
% of time	Activity	End Results
20	<p>Implementation and reporting of planned activities</p> <ul style="list-style-type: none"> Participate in planning and budgeting, preparation of work plans, implementation of planned activities and monitoring/ reporting of 	<ul style="list-style-type: none"> All Planned activities executed within the Financial year, as per the budget and output realised Implementations monitored and data in

progress.

- Facilitate and monitor the implementation of planned activities and community level engagements.
- Mobilize and facilitate the engagements of stakeholders during planning and development meetings, workshops and Seminars.
- Identify local level partners, support and facilitate the partnership in the implementation of planned activities.
- Facilitate stakeholders and partners in supervision and monitoring of programmatic activities.

Support the collection and documentation of impact and success stories on monthly,

place for report compilation, monthly, quarterly and annually

	quarterly, semiannual and annually.	
25	<p>Community engagement and advocacy</p> <ul style="list-style-type: none"> • Sensitize community empowerment through TEAM approach by organizing commercial producer groups (CPG) and formation of commercial villages. • Mobilize and facilitate integration of Vision Fund Tanzania(VFT) and Resilience Project Models such as Market Led Agriculture, Local Value Chain Development (LVCD), Standardized Saving Groups (eg Village loan saving Association (VSLA) and other Economic development initiatives • Innovatively support communities including RC households to participate and benefit 	<ul style="list-style-type: none"> • Presence of mobilized groups on S4t and CPGs in operation sustainably • More RC parents being member of the above groups,which symbolizes RC families participation.

from the programme development and make intentional inclusion of RC families in CPG, VSLA, Village Community Bank (VICOBA) and other program economic activities

- Sensitize community on sponsorship (RC parents/ guardians, community leaders and other community members) and facilitate participation in the sponsorship management project activities
- Mobilize and facilitate active participation of children and their communities to participate in planning, monitoring and implementation and evaluation of community development initiatives.
- Build the capacity of children, families and

	<p>community to collectively engage local leaders on identified issues.</p> <ul style="list-style-type: none"> • Follow-up on commitments by leaders on improvement of the wellbeing of children. • Mobilize communities to participate in annual children care and protection days – such as the Day of African child. 	
25	<p>Management of sponsorship performance</p> <ul style="list-style-type: none"> • Monitoring of RC in line with partnership standards. • RC records and files well managed and stored securely. • Support RCs to correspond with sponsors in a timely manner. • Facilitate processing of 	<ul style="list-style-type: none"> • AP green SOI report, which symbolizes meeting standards in sponsorship businesses • Correspondences done in professional way meeting sponsors expectations.

all special mails;
Christmas cards,
Spontaneous letters,
APR, introductory letters
within partnership
standard.

- Support children to respond to sponsor correspondences- Sponsor letters and introductory letters.
- Support management of Support Office Queries, Gift Notifications, mails, and file copies of correspondences in children's files.
- Conduct and produce quality periodic mailings Annual Progress Report – (APR) and Christmas Cards.
- Take quality pictures according to the required standards.
- Mobilize and support RC families to adequately

	prepare for and manage sponsor visits.	
10	Monitoring of Registered Children <ul style="list-style-type: none"> • Support development of integrated monitoring plan in assigned area with ADP stakeholder • <i>Analyze STEP management report and follow up critical RCs findings by using case management tool</i> • <i>Analyze Child well being (CWB) RC visits and Service Operation Indicator (SOI) reports from STEP and share them with ADP stakeholders</i> • <i>Compile monitoring reports for management action.</i> • Hold monthly / quarterly meetings with Child 	<ul style="list-style-type: none"> • AP green SOI report, which symbolizes meeting standards in sponsorship businesses • Correspondences done in professional way meeting sponsors expectations.

	<p>Monitors and guardians/parents and child protection committees to address findings from monitoring.</p> <ul style="list-style-type: none"> • Identify, train volunteers/monitor, partners and train on sponsorship philosophy and partnership standard. • Provide quality and accurate information on presence, support and benefit to enable entry in STEP database. 	
10	<p>Child Protection and Wellbeing</p> <ul style="list-style-type: none"> • Monitor the wellbeing and child abuse cases and report any accordance in line with child protection policy and guidelines. • Work with local leaders to protection children from child violations and abuses on child 	<ul style="list-style-type: none"> • Community where the AP operates with knowledge of child protection, and giving testimony of reduced child abuse. • Community and local leaders supportive in fighting child abuse.

	<p>protection.</p> <ul style="list-style-type: none"> • Sensitization of children including all RC on child protection. • Sensitize children, guardians/parents and other stakeholders about children's rights and responsibilities with a view to identify child violations. • Facilitate spiritual nurture of children. 	
10	<p>Networking:</p> <ul style="list-style-type: none"> • Facilitate networking relationships and participation with wide stakeholders such as government, church, faith based organization leaders and other key partners at local level such as NGOs, CBOs, IGA groups 	

- Facilitate WVT/VFT integration for profitable agriculture, livestock production and enterprise development (high value agriculture crops and livestock breeds).
- Foster partnership with local institution in RC monitoring

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required
Professional
Experience

- **Minimum Qualification required:** Diploma in Social Science from accredited College/University in Agric. Economics., Sociology, Community Development, Psychology & related field.
- **Experience:** 1 - 2 years in programming

Required
Education,

training,
license,

registration,
and

- **Preferred:** Degree /Advanced Diploma in Agric. Economics, Sociology, Community Development, Psychology & related field.

certification				
Preferred Knowledge and Qualifications	Knowledge, Skills and Abilities <ul style="list-style-type: none"> • High integrity. • Partnering and engaging with stakeholders • Ability to work with minimal supervision. • Report writing skills • Networking and influencing skills. • Highly reliable and dependable. • Passion for children. • Skills in Programming. • Ability to maintain effective working relationships with all levels of staff and donors • Computer skills • Community Facilitation skills • Ability to drive Motorcycle for long hours,and in possession of Motorcycle driving licence 			
Travel and/or		Physical	Able to work under	Language English and swahili

Work Environment Requirement	<ul style="list-style-type: none"> • Work environment: Few office work with frequent visits to the field • Travel: 02% Domestic travel is required and On call: 05% 	Requirements	pressure, sitting over long time in the office.	Requirements
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KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
Area Programme ministry Facilitator	Immediate supervisor	Daily
Cluster sponsorship Officer	Report and seek support on Sponsorship businesses	Weekly
Cluster Health and Nutrition specialist	Technical support on matters of Health and nutrition	Frequently
Livelihood specialist	Technical support on matters of Resilience and Livelihood	Frequently
AP PFAO/Senior cluster accountant	Support on Matters of finance and payments	Frequently

DECISION MAKING

In his capacity he can decide on implementation of activities based on value for money, also in an efficient and effective manner .

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 Organisation	? Develop the Organisation for the Future
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