

Position Description: Volunteer – Administration and Child Sponsorship

Position Title	Volunteer – Administration and Child Sponsorship
Location:	Chatswood; Sydney
Reports to:	Child Sponsorship and International Projects Coordinator
Direct Reports:	0
Work type	Part Time (1 Day / week)

About WorldShare

For over 75 years, WorldShare has existed to transform lives and restore hope around the world, by connecting Australians with people in need overseas, so that together, we love like Jesus.

We are a Christian aid and development organisation which embraces God’s mission to help and love those in need, particularly the most vulnerable and marginalised. We empower the outcast and forgotten through education, training and improved health outcomes, so they can have hope for the future.

We work through local Christian partnerships in Africa and Asia to bring lasting change to communities; particularly to vulnerable children, disempowered women and those excluded from their communities.

Role purpose

We are looking for someone to come in one day a week (Mon, Tues or Wed) to help our busy team with some key administration tasks. We are looking for someone who is passionate about WorldShare’s vision and mission, has a strong eye for detail and a servant heart. You will be mainly assisting with our child sponsorship administration but there will also be opportunities to work across other areas of the organisation.

Please note WorldShare is committed to Safeguarding of children and vulnerable people. As this role works with child sponsorship materials you will be required to provide background checks including a Working with Children Check.

Key responsibilities

- Reviewing letters from children and sponsors
- Review child annual updates and update database records
- Update child sponsorship systems
- Assist with mail out of child letters
- Assist with compiling mailing lists
- Scan supporter letters and upload into record keeping system
- Assist with setting up new sponsorships

- Assist with processing substitutions when children graduate or leave the program
- Answer phones and respond to donor queries

Key attributes required

We are looking for someone with the following skills and experience:

- A strong commitment to WorldShare's values and Christian ethos including acting with integrity, support for the biblical theology that informs WorldShare's development approach and the ability to participate in times of prayer and biblical reflection.
- Attention to detail
- Computer literacy skills relevant to the role: able to create professional documentation using the Microsoft office applications suite
- Experience with Salesforce (or enthusiasm to learn)
- Strong relationship and collaborative skills – the ability to support and effectively engage people across the organisation.
- Excellent administrative, time management, and self-organisational skills.
- Strong communication skills, both oral and written: the ability to write effectively for varied purposes and audiences, attention to detail, and ability to multi-task.

Why volunteer with us?

This is a great opportunity to join the fun and friendly WorldShare team as we serve our partners and their communities around the world. Working with child sponsorship administration will give you the opportunity to hear from children in the field and get an appreciation for the challenges they face and the things that are important to them.

WorldShare has a deep and rich history of supporting local Christian partnerships around the world, and we are ambitious and innovative about our future.

We are passionate about our cause of restoring hope and transforming lives – and by working with WorldShare, you will make a direct contribution to this vision.

We do things differently:

1. We support locally led development as we believe this is the most effective and sustainable way to truly transform lives. We know that local people best understand their communities, both the problems and the solutions, and they are with their communities for the long haul.
2. We deliberately seek out grassroots organisations which typically miss out on funding from larger international NGOs. Our partners might be small, but they make a big impact! Choosing grassroots organisations means that we deliberately choose to engage in deeper, more intensive partnership support.
3. We believe that the gospel is best shown in word AND deed and our overseas partners pursue integral mission.

4. We love partnership and we delight in connecting Australians with partnerships overseas. Together, we can do more. We all have a part to play.

The WorldShare team enjoy a fun, collaborative environment and regular time for spiritual practices.

These are WorldShare values which we aim to live out in all we do:

1. Love Like Jesus (LOVE)

My command is this: Love each other as I have loved you. John 15:12 (NIV)

We believe we are all created in God's image. Jesus showed us how and who to love and that the outcast and forgotten are valuable in God's eyes. He calls us to do the same. In all our work and relationships, we aim to love like Jesus.

2. Empower Transformation (EMPOWERMENT)

Therefore encourage one another and build each other up. 1 Thessalonians 5:11 (NIV)

Jesus came so that we may have life and have it to the full. In our work with communities, partners and each other we commit to encourage, equip and empower one another to reach our full potential.

3. Strive for Excellence (EXCELLENCE)

Whatever you do, work at it with all your heart, as working for the Lord. Colossians 3:23 (NIV)

In all that we do, we are professional, continuously improving and innovative in a way that brings glory to God.

4. Walk in Partnership (PARTNERSHIP)

For we are partners working together for God. 1 Corinthians 3:9 (GNT)

Together we are the body of Christ. We walk with our partners, supporters and each other in long-term, respectful relationships. Through these genuine partnerships we increase our impact and grow the Kingdom of God more than we could alone.

5. Work with Integrity (INTEGRITY)

Our purpose is to do what is right, not only in the sight of the Lord, but also in the sight of others. 2 Corinthians 8:21 (GNT)

In all that we do, with our partners, supporters and each other, we demonstrate honesty, transparency and integrity as though representing the Lord.

6. Embrace And Drive Change (INNOVATION)

'Well done, you good and faithful servant!' said his master. 'You have been faithful in managing small amounts, so I will put you in charge of large amounts. Come on in and share my happiness!' Matthew 25:21 (GNT)

We seek out and implement ways to improve our effectiveness, so that the resources we have can be used for greatest impact.

Questions about the role?

Please contact WorldShare's Head of International Partnerships, Tara Carr, on (02) 9712 8222 or by email at recruitment@worldshare.org.au

Want to apply?

Please email the Head of International Partnerships, Tara Carr at recruitment@worldshare.org.au outlining your interest and suitability for the position, please include a CV if you have one.

Safeguarding

Please note that WorldShare is committed to safeguarding and maintaining an environment free from abuse, harassment and exploitation. The recruitment process will include safeguarding checks and questions. WorldShare staff are required to provide a Police Check and Working with Children Check.