

Volunteer Task Description

Volunteer Title	Sponsorship Communications Volunteer
Essential Role Information	We ask volunteers to dedicate a minimum of 24 days of volunteering across 3-6 months. This an office-based role. Our usual volunteering hours are Monday to Friday 10am-4pm (including an hour lunch). This is an unpaid position. We pay out of pocket expenses of up to £7.00 for lunch and up to £23.60 for travel per day when you are volunteering with us in the office.
Working Within	Sponsorship Communications Team

Overview of team
The Sponsorship Communications Team read, log and dispatch over 60,000 communications between Plan International UK sponsors and the children they sponsor in 44 different countries annually.

Outline of role
• Reading letters from sponsors and sponsored children to ensure all correspondence is in line with child safeguarding requirements • Recording letters from sponsors and sponsored children by accurately logging information into our database • Assisting with the preparation and packing of letters for dispatch

Desired Criteria
Confident reading ability
A positive and motivated team player
High levels of attention to detail
Basic computer skills and familiar with Microsoft Word, Excel and Outlook
Organised and focus-driven
Understanding and awareness of child safeguarding, data protection and GDPR

Additional Information

General	Successful candidates will be expected to: • Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims of the organisation and with Plan International UK's values, policies and procedures. • Participate in training and other activities as requested
Level of Safeguarding Responsibility	Medium – Managing personal data for children and young people, including checking communications between sponsored children and sponsors. Volunteers must: • Represent Plan International's commitment to non-discrimination and safeguarding • Report safeguarding concerns in a timely manner and co-operate in investigations as appropriate • Understand the relevance of safeguarding to your role and make sure you mainstream safeguarding in your work in order to fulfil Plan's duty of care A Basic DBS check will be required.
Date Created	Aug 2026