**Terms of Reference for the volunteer position in Bangkok**

General Purpose:  To provide Save the Children Regional Office in Bangkok with surge capacity to undertake special, time sensitive assignments that will enable the organization to more effectively delivery high quality programmes for the benefit of children in the South East and East Asia region.

Duration of Assignment:  12 months.

Specific Tasks:

1)     Assist the Regional Director (RD) do background research and compile important information that will enable the Regional Office or the Country Programmes to write high quality proposals to donors. Write proposals as directed by the RD or his designate.

2)     Assist the Regional Director (RD) & the Regional Communications Officer in preparing fundraising materials and documentation in various media formats (e.g. DVD, brochures, Powerpoint, websites, etc that will enable the Regional Office to present its work to Corporations & High Networth Individuals in South East and East Asia. Background research, compiling of key data etc will central to this function.

3)    Assist the Director of Strategy in developing an effective impact protocol for measuring the impact of our work on children in South-East and East Asia

4)    To support the Regional Director progressing other global and regional initiatives between key Save the Children meetings and liaising with other team members and consultants to achieve this.

Person Specifications:

1)     Complete fluency in written and spoken English

2)     Fluency in the use of Word, Powerpoint, Excel etc.

3)     The personal confidence and interpersonal skills to liaise with very senior people in international organisations, and to build relationships of trust with their private offices and policy staff.

4)     The ability to synthesise policy into concise briefs and presentations and to draft clear communications for different audiences, using judgment about the positions and interest of the target audience.

5)   An effective negotiator to progress initiatives and secure commitments internally and externally, and effective at following up to ensure things get done and communicated in a timely manner

6)     Willingness to travel to the Country Programmes with a view to becoming informed about our work for completing assignments