

Sponsorship Secretary

This part time voluntary post is responsible for the core function of our charity to manage the identification, sponsorship, wellbeing and ongoing educational support of needy children in India. The post receives a modest honorarium. Although most work is done at home, occasional visits to India and around the UK are required. The position is offered initially on a 1 year contract but may be renewed annually thereafter.

Dr Graham's Homes was established in 1900 by John Anderson Graham, a Church of Scotland missionary, to provide a home and education for needy Anglo/Indian children in West Bengal in India. The Homes are now a large boarding and day school, governed independently an Indian based Board of Management.

The sponsorship secretary is directly responsible to the Board of Trustees of Dr Graham's Homes UK (DGHUK) for the effective and efficient implementation of our sponsorship programme, matching needy children with sponsors and donors in the UK, supervising the linkages between child and sponsor, safeguarding the well-being of the children, and supporting their educational development and progression into higher education and beyond. The role will also entail particularly close liaison with the Principal and Board of Management of the Homes in India. The work is child centred, involving direct contact with the children, the staff and management at the school, and the sponsor community in the UK. DGHUK is governed by the Scottish Charity Regulator and acts in full compliance with the relevant safeguarding, data protection, educational, financial and legal frameworks in India and UK.

The successful applicant must enjoy the right to work freely in the UK.

For more information and a job description please either see our website www.drgrahamshomes.co.uk. or enquire at safeguarding@drgrahamshomes.co.uk
Interested applicants should apply with a covering letter and full CV to safeguarding@drgrahamshomes.co.uk by the closing date - 2 May 2025.

Dr Grahams Homes SC016341