

**Job Vacancy: Student Welfare Officer, for Dr Graham's Homes (DGHUK)**

**We have a vacancy for a Student Welfare Officer based in Kolkata** to help support our Sponsorship & Welfare programme for selected students based in and around the city.

The role will involve:

- Reporting to the Sponsorship Administrator (in UK) to manage the financial and pastoral programme for students.
- Disbursing funds to the students in a timely manner to ensure that they always have the resources they need for their education, accommodation and welfare.
- Communicating frequently with students to ensure that they manage their studies and finances effectively, and more widely to support and safeguard their wellbeing.
- Liaising closely with the students, our wider team and the Sponsorship Administrator to ensure the best possible range of support is made available for the students

Interested applicants may please send a covering letter and CV to [denises.dgh@gmail.com](mailto:denises.dgh@gmail.com).  
last date for receiving applications is 31st December 2025.