

Safeguarding officer

Location: [Europe & the Middle East] [Jordan]

Town/City: Amman

Category: Child Development

Job Type: Fixed term, Full-time

Job title: Safeguarding officer

JOB PURPOSE:

Under the supervision of the Protection advisor the Safeguarding officer, will have an active role in supporting the mainstreaming of protection & safeguarding, work to ensure exemplary safeguarding policies, procedures, investigating and following up with identified allegations and practice as well as compliance with all relevant Protection and safeguarding standards in the delivery of our programs in Syria, Jordan and Turkey and for all other activities across the organisation, the Safeguarding officer will be responsible about maintaining high standards of training, raising awareness and information dissemination activities including the development, implementation and monitoring the Capacity Building plans, solid preparation of sessions, developing training materials in a timely manner based on programs needs identified and existing best practices and will ensure the proper support provided for WV and partners' protection and child protection staff as delegated by the Protection advisor.

MAJOR RESPONSIBILITIES:

Capacity Building

- Develop, and coordinate a safeguarding capacity building strategy for WV staff and affiliates

- Develop and coordinate a periodic training for all staff, child monitors, interns, volunteers, and Board/Advisory Council members on the new Child and Adult Safeguarding Policy.
- Update child protection orientation materials (used for the purpose of making WV a Child-Safe Organization) to reflect the new Child and Adult Safeguarding Policy (i.e. Safeguarding orientation materials)
- Ensure all new staff, child monitors, interns, volunteers, and Board/Advisory Council members receive safeguarding orientation upon hire (ensure all new partner employees and volunteers receive safeguarding orientation upon hire – either on WV’s safeguarding policy or their own)
- Equip and ensure P&C, Sponsorship, Communications/Marketing, Procurement, and Child Protection departments have in-depth safeguarding training/courses/coaching for their staff that targets their specific safeguarding responsibilities (in addition to safeguarding orientation, e.g. Communications – consent and photo gathering requirements)
- Ensure all staff, child monitors, and volunteers are receiving refresher training in safeguarding at least once every two years
- Update/develop training for contractors, and visitors on WV’s Safeguarding Behavior Protocols
- Ensure contractors and visitors are aware of, acknowledge in writing and adhere to WV’s Safeguarding Behavior Protocols
- Ensure partners are safe for children and adult beneficiaries by using the Safeguarding Unit’s Partner Assessment Tool to assess and strengthen a partner’s safeguarding systems

- Oversee the development and roll-out of child-friendly, parent-friendly, and adult-beneficiary-accessible materials for staff and communities to use to be informed and empowered on safeguarding issues, including WV's Safeguarding Behavior Protocols (ie. Poster or leaflets on behavior protocols)
- Jointly with MEAL team/s, ensure that accessible, gender, age and literacy sensitive complaints and response mechanisms are in all communities where WV works, with ensure communities awareness raising on their rights and reporting options in line with the Programme Accountability Framework (PAF), which aim to help children and adults report harm, abuse, exploitation or other breaches of Behaviour Protocols by WV staff, volunteers, visitors, consultants or WV affiliates.
- Jointly with other members of the protection team ensure the proper technical support for the protection and non-protection projects including but not limited to general protection services, specialized protection and CP activities and protection mainstreaming.

Strategic Leadership:

- Actively build a culture of safeguarding, where staff are informed and empowered to discuss key issues, report, and take action on safeguarding violations, making World Vision a safe place for all
- Ensure safeguarding is properly resourced across the office and programme; advocate to Senior Leadership Team for increased resources as needed
- Be able to present to the Senior Leadership Team on safeguarding compliance gaps, incident trends, and emerging risk
- Influence, network and collaborate with national level government, NGOs, donor agencies, UN Agencies, Clusters, Working Groups, and other safeguarding peers

Policy implementation:

- Promote and roll out the Child and Adult Safeguarding Policy to all staff and affiliates, including the obligation for all WV staff to immediately report known or suspected child or adult beneficiary safeguarding violations within 24 hours for a Level 2 or Level 3 incident
- Guide development of safeguarding incident preparedness plans (SIPPs), including referral plans for child and adult victims of sexual and other abuse, and plans to report incidents to local police and other duty bearers or regulators
- Complete the annual safeguarding self-assessment (i.e. Safeguarding Update Report) by leading a working group to generate responses and updating leadership on a regular basis
- Develop a safeguarding action plan in collaboration with your working group, based on results and feedback from the Safeguarding Update Report process, in order to continually improve your safeguarding system; hold staff accountable to completing the action plan with regular check-in's during the year
- liaise with Regional and Global SFG teams, and to refer L1 Child and Adult Protection cases to specialized agencies.
- Ensuring the well adherence of all protection and GBV standards and SOPs through the implemented projects and activities.

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE:

Required Professional Experience

- 2 years' + experience in child protection, PSEA, GBV, or safeguarding.

- Direct programming or management experience in child protection, prevention of sexual exploitation and abuse (PSEA), gender-based violence (GBV) or safeguarding.

Required Education, training, license, registration, and certification

- Education: bachelor's degree in law, social work, development studies, or other relevant field.
- Strong relationship building/network capacity.
- Excellent communication skills.
- Ability to influence, innovative, and proactive personality.
- Strong English communication skills (oral and written)

Preferred Knowledge and Qualifications

- Investigation Certification/knowledge in safeguarding incidents