

# Safeguarding Investigations Senior Advisor

Location: [Europe & the Middle East] [United Kingdom]

Town/City: Home Working

Category: Child Development

Job Type: Open-ended, Full-time

**\*Preferred position location United Kingdom. Other locations to be determined by home country of selected candidate where WVI is registered to operate.**

**\*Please submit your CV in English.**

## PURPOSE OF POSITION:

The purpose of this position is to act as World Vision's authoritative expert in how to conduct 'best in class' investigations into safeguarding incidents, including in particular sexual exploitation, sexual assault and sexual abuse of children, adult beneficiaries and staff. The specialist will be expected to develop and maintain protocols and a framework for how to conduct different types of safeguarding investigations that can be translated and deployed to a global network of Safeguarding focal points to enable quality and consistent safeguarding investigations. Additionally, the specialist will be expected to guide and direct the development of advanced and basic safeguarding investigator training

(online and in-person) as part of a broader project. On an ongoing basis this position will provide oversight, mentoring and advice to a network of investigators, and in-certain high risk situations, may be called upon to lead investigations.

## KEY RESPONSIBILITIES:

### ***Organisation-wide Leadership on Safeguarding Investigations:***

- Develop and maintain an investigations protocol for adult and child safeguarding incidents that includes guides for interviewing witnesses and documenting critical information in a sensitive survivor-centered approach.
- Develop and coordinate deployment of virtual and in-person investigator training to build up and maintain a high-quality of skill across the network of Field, Regional, and GC level safeguarding and P&C professionals who may be called upon to conduct an investigation.

- Identifies and tracks lessons learned from investigations to inform learning, adaptation and improvement of policies, procedures and strategies.
- Remain up-to-date on relevant trends, training, and activities in global compliance and SEA investigations within the humanitarian and development sector.
- Represent World Vision in the SEA investigation community.

#### ***Managing and Conducting Investigations:***

- Provide oversight, advice, and mentoring to P&C and Safeguarding professionals who are conducting investigations on an ongoing basis, ensuring consistency and a high-degree of quality.
- Regularly monitor safeguarding and related investigations for quality and professionalism, identifying possible gaps in guidance or learning required.
- Execute professional investigations into complex, high risk safeguarding allegations (including sexual exploitation and abuse) and sexual assault of staff, in line with World Vision's case management standard operating procedures, anticipating challenges and risks and identifying strategies for risk mitigation throughout the investigation process.
- Ensure investigations are conducted in a timely, survivor-centred and professional manner taking into account the safety of all those involved, including documenting risk assessments and mitigation measures.
- Maintains adequate auditable case management records.
- Professional management of sensitive information sources (whistleblower/reporter information), and the handling and documenting of evidence and investigative materials.
- Regularly monitor the operational work of professional staff on investigations and ensure proper technical guidance is provided on ongoing investigation projects and ensure that the expected investigation outcomes are issued within the agreed timelines and at the required quality.
- Manage and track cases to support timely completion and to assist in mitigating investigative barriers.
- Effectively manage a pool of external investigators and their conduct during investigations.

#### ***Investigations Coordination:***

- Participate in a Global Investigations Oversight Committee/Working group as part of a cross-functional effort to streamline and align World Vision's approach to conducting investigations, acting as an SME and a partner for the good

of the organization and our beneficiaries.

- Act as the representative of Safeguarding investigations to notify other committee members when complex, cross-functional, or high risk investigations need to be conducted to enable coordination with other disciplines and stakeholders as necessary.

***Analysis and Reporting:***

- Ensure safeguarding investigations data is captured accurately and in a consistent manner to enable reliable and accurate analysis and inclusion in various reports.
- Prepare departmental status reports and contribute to integrated cross-functional reports on an ongoing basis as needed to clearly communicate significant incidents, trends, root causes, and key data to senior leaders and Board audiences.

Other duties as assigned, including support to P&C or other functions on investigations into complex incidents with sexual assault or harassment aspects, as requested.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Bachelor's degree.
- At least 5-7 years managing and conducting complex investigations into high risk cases involving allegations of sexual exploitation or abuse or child abuse, of which ideally at least three years in humanitarian or development contexts and/or in a similar role with an international organisation.
- Strong writing and communication skills.
- Strong analytical skills.
- Proven ability to cultivate and maintain strong interpersonal and working relationships in a dispersed virtual, international context.
- Experience developing training programmes, preferably in a related field, and delivering training to a virtual international audience.
- A track record in providing strategic and tactical advice and direction to investigations being conducted by others.

- Sound knowledge of the theories, concepts and approaches relevant to sexual exploitation and abuse (SEA) or safeguarding investigations and of investigation case management and administration, including conducting interviews with potentially traumatized individuals or those who are otherwise considered at-risk.
- Experience with translating complex technical concepts and simplifying information for mass consumption and usage to a broad international audience.
- Experience with translating data into information and analysis that communicates an easily understood concept or message.
- Experience engaging and working with a wide-range of senior leadership level stakeholders.
- Certifications in performing Investigations is an asset.
- Professional or academic education.
- Excellent English language skills (oral and written). Fluency in a language other than English considered an asset (French, Portuguese or Arabic preferred).

***Preferred:***

- Formal training in various law enforcement methodologies or investigations is an asset.
- A background in working with children, youth and/or adults who have experienced harassment, abuse or exploitation.
- Work experience in other countries and cultures is an asset.

***Work Environment/Travel:***

- The position requires ability and willingness to travel domestically and internationally up to 15% of the time.