

Job Title:	Safeguarding Coordinator
Department:	Legal and Compliance Department
Location:	London
Reports to:	Head of Legal and Compliance
Line Management responsibility:	None
Budgetary Responsibility:	None
Child safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>
Job Purpose: <p>The post holder will be a technical lead on safeguarding and children's safety, delivering high quality, accessible and reliable support, guidance and capacity to humanitarian response teams, Country Offices and UK Headquarters as we further develop our safeguarding protocols, procedures and education plans.</p> <p>The post holder will manage the Safeguarding framework and tools, in order to strengthen the capabilities and knowledge of all our stakeholders, ensuring we safeguard the children and vulnerable adults we serve.</p>	
Key Accountabilities: <p>Capacity Building and Training of relevant Stakeholders</p> <ol style="list-style-type: none"> 1. Help and support UK and Country Office Safeguarding Focal Points and staff to establish and develop local child safeguarding networks to support local implementation. 2. Support UK and Country Safeguarding Focal Points and Investigation Officers to improve child and vulnerable adults safeguarding practice. Share best practice and wider learning from these experiences across the organisation. 3. Support colleagues in International Programme Teams and Country Offices to undertake risk assessments and solutions to mitigate risks. 4. Design and deliver a suite of mandatory core training workshops/training programme as part of the continuous learning and development of employees, trustees, volunteers and those engaged with Muslim Aid. 5. Deliver on-going refresher training and staff induction as appropriate to staff, volunteers, consultants and liaise with members of the Human Resources function. 6. Support effective auditing and certification of the Country Offices safeguarding systems and provide guidance to those countries on designing appropriate safeguarding frameworks and action plans. Oversee follow-up action in order to ensure maximum levels of compliance and competence. <p>Planning and Budgeting</p> <ol style="list-style-type: none"> 7. Prepare a detailed annual implementation plan ensuring the effective execution of the budgeted activities included in the action plan 	

Monitoring, Evaluation and Reporting

8. Lead on Child Safeguarding Incident reports and investigations with the support of local Country Office Child Safeguarding Officers and Focal Points.
9. Periodically review, improve and maintain a robust safeguarding system to align with best practice and standards across the INGO sector and further afield.
10. Ensure all safeguarding incidents are appropriately documented, reported and investigated.
11. Develop systems to anticipate, assess and manage risks and concerns raised across our UK and Country Offices ensuring that appropriate follow up is conducted and that learning from implementing those processes is communicated across the organisation and embedded into its culture
12. Coordinate with the MEAL (Monitoring, Evaluation, Accountability and Learning) units in UK and Country Offices on evaluation processes of safe programming
13. Monitor cases reported in UK and Country Offices to confirm that the reporting procedures are followed.
14. Prepare for and attend internal and external conferences, strategy meetings, policy meetings etc.
15. Organise Safeguarding Working Group meetings with UK and Country Office Focal Points and Officers
16. Reporting and evaluation meetings with Executive, Sub-Committee and Board members on a periodical basis to discuss reporting of incidents, areas of concern and internal trends and developments.

Analysis, Innovative Thinking & Problem Solving

17. Apply critical analysis to ensure that we meet and exceed our commitment to building a safe environment for children, vulnerable adults and all those connected to Muslim Aid.
18. Identify and utilise opportunities to integrate safeguarding approaches into all aspects of the work of Muslim Aid.

Communication

19. Consistent communication and support for all UK based departments and Country Offices in the education and implementation of tools, policies and information in relation to Child Protection, Child Safeguarding, Prevention of Sexual Exploitation & Abuse (PSEA), Trafficking of People, Prevention of Bullying etc.

Policies and Procedures

20. Review/adapt Muslim Aid's Global Safeguarding policy and procedures, reporting mechanisms, risk registers and other procedures that are managed/supervised by UK and Country Office teams and partners.
21. Help, support and guide Country Offices in their understanding, monitoring, implementation and evaluation of the Safeguarding policy and strategy.

Other

22. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
23. To comply with all policies, procedures, legal, audit and regulatory requirements.
24. Any other duties commensurate with the accountabilities of the post.
25. Act as an ambassador for Child Safeguarding at all times.
26. Undertake overseas travel to support, advise and assist in safeguarding work.

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Bachelor's degree in a relevant field or equivalent level of qualification.	Essential	Application
Experience & Knowledge:		
Experience of child protection/child safeguarding practice within developing countries.	Essential	Application and Interview
Experience of working with children in international development and humanitarian settings.	Essential	Application and Interview
Proven experience designing, facilitating and evaluating safety and safeguarding training in different cultural and organisational contexts.	Essential	Application and Interview
Extensive experience of planning and undertaking training programmes/workshops in child protection/safeguarding at a range of levels.	Essential	Application and Interview
Demonstrable experience in dealing with the public and dealing with sensitive and confidential information	Essential	Application and Interview
Knowledge and experience of Incident investigation and post-investigation evaluation and learning	Essential	Application and Interview
Knowledge of safety and safeguarding regulations (including DBS) and application in child spaces/settings.	Essential	Interview
Knowledge of gender, inclusion and conflict-sensitive programming.	Desirable	Application and Interview
Skills & Abilities:		
Fluency in English; excellent written and oral communication skills, including facilitation and cross-cultural communication.	Essential	Application and Interview
Good interpersonal skills and ability to collaborate and form effective partnerships with internal and external stakeholders, demonstrating patience, tact, diplomacy and sensitivity to culturally diverse environments.	Essential	Interview
Very high levels of personal resilience and the ability to operate in a highly complex, fast paced and challenging environment.	Essential	Interview
Conflict Management skills with the ability to handle sensitive issues with a results-driven approach.	Essential	Interview
Good teamwork skills with the ability to work with different and sometimes conflicting agendas.	Essential	Interview
Ability to accurately and systematically assess/evaluate environments, with an eye for detail and the ability to spot inconsistencies and potential threats thereby developing solutions and tools to improve risk assessments in the setup of child safe spaces.	Essential	Interview
Strong and well-developed analytical skills.	Essential	Application and Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by MA.	Essential	Application and Interview
Ability to adapt to changing deadlines and priorities and deliver results against demanding timetables and in the face of competing demands.	Essential	Application and Interview
Ability to work in and with a diverse team.	Essential	Application and Interview
Ability to work under pressure and on own initiative.	Essential	Application and Interview

Willingness and ability to travel independently and work within challenging environments, sometimes at short notice.	Essential	Application and Interview
Able to speak, read and write one or more of the following languages: Arabic, Urdu, Bengali.	Desirable	Application and Interview
Commitments:		
Demonstrable commitment to Children's Rights.	Essential	
Commitment to Muslim Aid's mission, visions and values.	Essential	
Commitment to Muslim Aid's ethos.	Essential	
Commitment to equality of opportunity and diversity.	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below:	
Competencies	Definition
Team working	Collaborative and co-operative approach to engaging with internal and external stakeholders.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	