

Job Title:	Global Safeguarding Coordinator
Department:	International Programmes Department
Location:	London
Reports to:	Director of International Programmes
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:

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 emergency/humanitarian response teams, country offices and headquarters, in order to challenge and encourage engagement, as we further develop our Safeguarding programme, procedures and education plans.

The post holder will oversee and 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.

Key Accountabilities:

1. Establish and develop Regional and Country child safeguarding networks to support local implementation.
2. Coach and support where needed Country Focal Points and Investigation Officers to improve Child and vulnerable adult Safeguarding practice. Share learning from these experiences across the organisation.
3. Support colleagues in Regional Programme Teams/Country Programmes to undertake risk assessments and solutions to mitigate risks
4. Ensure all incidents are appropriately documented, reported and considered.

5. Design and deliver a suite of mandatory core training workshops as part of the continuous learning and development of employees. Deliver on-going refresher training and senior representation induction as appropriate, members of the HR function.
6. Support effective auditing and certification of the Country's safeguarding systems and provide guidance to the countries on action plans. Oversee follow-up action in order to ensure maximum levels of compliance and competence.

Planning and Budgeting

7. Prepare a detailed implementation plan, ensuring the effective execution of the budgeted activities included in the action plan, within the scheduled calendar for the regional offices

Monitoring, Evaluation and Reporting

8. Lead on Child Safeguarding incident reports and investigations with the support of local Child Safeguarding Officers and Focal Points.
9. Improve and maintain a robust system 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 these processes is fed back into the organisation
10. Coordinate with the MEAL (Monitoring, Evaluation, Accountability and Learning) units in UK and Country Offices on evaluation processes of safe programming
11. Monitor cases reported in Country Offices to confirm that the reporting procedures are followed.
12. Prepare for and attend internal case conferences, strategy meetings, MASE meetings, etc.
13. Conduct regular evaluation meetings e.g. monthly with the Head of HR and Country Focal Points, to discuss and analyse open cases.

Analysis, Innovative Thinking & Problem Solving

14. Apply critical analysis to ensure that we meet and exceed our commitment to making Muslim Aid safe for children and vulnerable adults.
15. Identify and utilise opportunities to integrate safeguarding approaches into all aspects of our work, ensuring every employee has a safeguarding responsibility reflected into their job description.
16. Analyse trends from reporting mechanisms and provide senior management with recommendations for improvements

Communication

17. Support the Communications department in the socialisation of information on Child Protection, Child Safeguarding, Prevention of Sexual Exploitation & Abuse (PSEA), Trafficking of people, prevention of bullying, as well as topics of interest for the Country offices.
18. Ensure compliance with the social network policy and the creation of authorised photos banks with authorisation and consent for the use of reproduction with suppliers

Policies and Procedures

19. Review/adapt Muslim Aid's Global Safeguarding Policy and procedures, Risk Registers and other procedures in relation to spaces which children access that are managed/supervised by UK and Country Office teams and partners.
20. Support the countries in the definition, monitoring and evaluation of the Safeguarding policy and strategy
21. Ensure the annual Safeguarding standards compliance evaluation is conducted and the annual action plan is implemented in each country

Capacity Building

22. Support the capacity building of colleagues on Safeguarding matters, working with the HR team and Country Safeguarding Focal Points
23. Support Country Directors in the process of designating Country Safeguarding Focal Points.
24. Work in close collaboration with the People and Culture function to ensure that all new representatives and employees receive an appropriate induction in Child Safeguarding.
25. Provide high quality support, guidance and training in an accessible and reliable way to Country humanitarian colleagues and field-based colleagues and Partners on safeguarding in emergencies.
26. Support the Country offices in the preparedness and validation of the Emergency Preparedness Plan along with the local humanitarian lead
27. Working together with the People and Culture team, define an annual training calendar for new employees, partners, suppliers and provide monthly refresher sessions on Safeguarding policies and procedures
28. Identify training needs or disciplinary problems in case the reporting procedures are not followed and highlight to the Head of HR.

Stakeholder Management

29. Role model high levels of professional safeguarding behaviour and maintain the standards required by Safeguarding Policy and Code of Conduct.
30. Provide advice to the International Director of Programmes, Head of Legal and Compliance and Head of HR on issues related to safe programming
31. Coordinate bi-monthly on-line meetings with the Country Safeguarding Focal Points and Responsible Person.

Other

32. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
33. To comply with all policies, procedures, legal and regulatory requirements.
34. Any other duties commensurate with the accountabilities of the post.
35. Act as an ambassador for Child Safeguarding at all times.
36. Undertake overseas travel to assist in safeguarding work.

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Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Education to degree standard with a professional qualification in a relevant field	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 of conducting investigations in an INGO or international context	Essential	Application and Interview
Proven experience designing, facilitating and evaluating Safety and Safeguarding training in different cultural and organisational contexts	Essential	Application and Interview
Knowledge of gender, inclusion and conflict-sensitive programming	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
Knowledge and experience of Incident investigation and how to improve policy and practice in the light of findings.	Essential	Application and Interview
Knowledge of safety and safeguarding regulations (including DBS) and application in child spaces/settings.	Essential	Interview
In depth understanding of children's issues within developing countries	Essential	Interview
Skills & Abilities:		
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
Ability to manage and maximise the benefits of cultural diversity	Essential	Interview
Ability to mentor, lead and support staff	Essential	Interview
Conflict Management skills with the ability to handle sensitive issues with a results-driven approach	Essential	Interview
Good team work 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
Good organisation, coordination and project management skills.	Essential	Application and 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
Able to speak, read and write one or more of the following languages: Arabic, Urdu, Bengali.	Desirable	Application and Interview
Ability to work under pressure and on own initiative.	Essential	Application and Interview
Ability to analyse and assess complex situations and develop policies.	Essential	Application and Interview
Ability to travel and work within challenging environments, sometimes at short notice.	Essential	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 Child and Vulnerable Adults Policy and Procedure	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts
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:	