

JOB DESCRIPTION OF COMMUNITY FACILITATORS

CHILD CENTRED DISASTER RISK REDUCTION (CDRR) PROJECT

The Community Facilitators (CF) under the Child Centred Disaster Risk Reduction (CDRR) project are responsible for coordinating and supporting local Disaster Risk Reduction (DRR) Clubs for children in targeted schools and communities. This is a volunteer position; with fortnightly allowance paid as per the number of sessions conducted and reported.

CF will work closely with the relevant Project Officers on the schedule and activities planned by the DRR clubs.

The target communities have completed their Hazard, Vulnerability and Capacity Assessments (HVCA), with the Community Disaster Management Committees (CDMC) preparing and implementing their Community Disaster Plans. The CF is also expected to follow up on the progress of the implementation on every community visit. If the DRR club is operational in primary school, CF will follow up on their School Disaster Management (SDM) process; providing regular updates to the relevant Project Officer.

Duties include:

- To plan, prepare and facilitate all DRR club activities as per the Facilitators' Guide 2018 and Iggy Vola children's workbook.
- Follow up and support the disaster risk management processes in target communities and schools, as instructed by the POs.
- To submit brief, timely monthly/bi-weekly reports (including photos, videos, success stories or testimonials from members where applicable).
- To monitor DRR club activities and ensure children's safety is of paramount concern, reporting any concerns or signs of abuse.
- To support CDRR project staff in monitoring project indicators (e.g. ensuring that the DRR club member lists are clear; with less than 50 members, 10-17 years old); in line with Child Club Support Plan 2017.
- To help the children identify potential leaders/representatives in the club whom we could support to be the voice of children in village meetings.
- To motivate and encourage the members to talk to their families and fellow community members about DRR, CCA and resilience; ensuring they have correct information and knowledge.

- To initiate actions and support activities raised by the DRR clubs aimed at self-reliance, sustainability and resilience.

Principles and approach

In line with Save the Children values, the CF will encourage and stimulate DRR clubs to plan, implement and monitor action that they define themselves; promoting trust, tolerance and co-operation among children. S/he will assist the club identify needs/gaps and to generate solutions, identifying priority issues and to analyse their problems, by the children for the children. Inclusiveness is a crucial principle: the CF needs to encourage and stimulate full participation by all members; with special attention to those who are usually forgotten, marginalized and overlooked in decision making (e.g. girls, LGTBIQ or children with disabilities).

The DRR clubs are expected to fulfil the Basic Requirements of Child Participation¹; particularly that the activities are genuinely inclusive, safe and voluntary.

Required Qualifications:

- Tertiary level education on Youth Work, Community Development, Social Services or strong experience in community development work;
- Understanding of Disaster Risk Reduction and Climate Change;
- Ability to read and write, speak, listen well in Fijian and English; Hindi skills are an added advantage;
- IT knowledge or skills (Microsoft Word, Excel, internet searches and e-mail);
- Mobilization skills;
- Commitment to child participation and disaster risk reduction;
- Abide by Save the Children Fiji Code of Conduct and Values
- Well motivated, team member able to work alone and/or without supervision;
- Willingness to undertake further capacity building offered by and required by the project;
- A clean Police Clearance and a full adherence to SC Fiji Volunteer Policy, Child Safeguarding Policy and related policies in working with children.

Remuneration and Conditions:

This is a volunteer based opportunity and remuneration is based on performance and participation. Volunteers receive a fortnightly allowance after submission of activity reports with relevant documentations. Each DRR club meets twice a month with our facilitation: during one session the CF assists the PO to facilitate and another session the CF facilitates alone (and receives a remuneration of 30 FJD per session). The total allowance will depend on the number of target communities/schools how many DRR clubs sessions the Community Facilitator has conducted. For whole day facilitation (e.g. trainings) in target communities/schools, the remuneration will be maximum 50 FJD per day. Volunteer allowance is deposited directly to CF's nominated bank account bi monthly. CFs are not part of workers' insurance scheme but Fiji National Provident Fund (FNPF) contributions will be paid from their allowance.

¹ [UNCRC Committee Child Participation Basic Requirements](#) (page 26)

