

## JOB DESCRIPTION – Child Protection Coordinator

**TEAM/PROGRAM:** Child Protection

**LOCATION:** Suva

**GRADE:**

### INTRODUCTION

Save the Children is the world's largest independent child rights development organisation, making a difference to children's lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child's right to development, survival, participation and protection.

Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children's rights in line with the United Nation's Convention on the Rights of the Child. Currently Save the Children Fiji is responding to the needs after the cyclone Winston.

### ROLE PURPOSE:

The Child Protection Coordinator is responsible for the overall management and development of all child protection interventions. The Coordinator is responsible for establishing and maintaining relationship with partners including Ministry of Women, Children and Poverty Alleviation, Ministry of Education, and other strategic and implementing partners to deliver programme outputs according to SC Fiji strategy.

### SCOPE OF ROLE:

**Reports to:** Program Manager

**Staff directly reporting to post:** Child Rights Officers

**Staff indirectly reporting to post:**

## KEY AREAS OF ACCOUNTABILITY

### Program Delivery, Management and Quality Assurance

- Assist in managing the implementation and development of Child Protection and Rights Program;
- Identify and support SC Fiji partners, in particular the Ministry of Women, Children and Poverty Alleviation and Ministry of Education to develop formal, long term relationships;
- Ensure strong donor compliance, monitoring and evaluation and quality control procedures are understood and entrenched in all child protection projects;
- Support learning from relevant best practice internally and externally
- Oversee the production and delivery of timely and quality periodic reports to donors and the SC Fiji Board (through the CEO)
- Ensure SC Fiji programming interventions are implemented in cooperation with targeted communities, and include the participation of children in their design
- Plan and conduct regular field visits, to project sites including discussions with beneficiaries
- Document program learning, and incorporate analysis and lessons learned into new strategies/activities and advocacy work
- Lead the preparation of all procurement and administrative documents required for program implementation. Ensure program procurement plans are made and goods are delivered in a timely manner in collaboration and following up with Logistics team
- Develop budget and ensure that budget is spent on time and efficiently.
- Undertake all other official duties as directed by authorised officers of SC Fiji.

### Performance Management and Capacity Building

- Support the performance and development of indirect reports to fulfil their potential, ensuring they have clear objectives and receive meaningful feedback regularly and achieve maximum impact from program implementation.
- Create and maintain a cooperative and positive working environment where staff have clear roles and responsibilities, participate in decision making and are supported in progressing towards their objectives.

- Lead on capacity building of staff through coaching, mentoring and training, including facilitating the Child Safeguarding Training for staff.
- Provide technical support for Human Resource in ensuring that the SC Fiji Child Safeguarding Policy is understood by all SC Fiji staff, associates, volunteers, partners and consultants and ensure that it is integrated into all aspects of SC Fiji programs
- Ensure optimal use of human resources, including promotion of team work and team spirit, securing adequate training of staff and promotion of talented staff.
- Ensure the safety of staff and that safe work methods are practised at all times
- Report to the Programme Manager Development any violations of SC Fiji personnel policies and Code of Conduct.

### **Networking, Presentation**

- Build strong relationships with relevant government bodies, donors, I/NGOs, the UN, CSOs, SCI members and any other key stakeholders relevant to the protection sector.
- Represent SC Fiji Child Protection Program at all levels (excluding media) from time to time and advocate Save the Children's position and learning to influence policy and practice of government, donors, I/NGOs, the UN and other civil society organisations in relation to protection
- Guide the SC Fiji program team in research and documentation efforts (evaluation design, documenting best practices, generating materials useful for representation, advocacy) particularly with regard to strategic value/direction, in the field of child protection
- Support the country office to contribute to Global Protection and Participation Initiatives and indicator data collection
- The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

## **SKILLS AND BEHAVIOURS OUR VALUES IN PRACTICE**

### **Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

### **Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others

### **Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

### **Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

### **Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential:**

- Bachelor degree in Social Work, Law, International Relations, Community Development or a Child

Protection related field (ideally in Child Protection in emergencies, child-friendly spaces, with substantial experience in protection development-related work in Fiji and at least 3 years management experience working in an NGO, protection-related institution or corporate environment

- Proven expertise in, and understanding of, the Convention of the Rights of the Child and other international human rights law instruments and standards
- Training and mentoring experience
- Demonstrated experience in leading assessment activities and of designing, managing, monitoring and evaluating protection programs for international NGOs
- Proven project management skills, strategic planning skills and a demonstrated ability in achieving agreed deliverables
- Budget development and financial monitoring skills and substantial experience and knowledge of effective financial and budgetary controls
- An in-depth understanding of national and international development issues, especially with respect to child rights, protection and participation
- Demonstrated leadership skills and substantial human resource management experience, including the proven ability to be part of and organise, support, manage, motivate, train and develop a team
- Strong interpersonal, oral and especially written communication skills, ability to influence and negotiate with a range of diverse stakeholders, and excellent presentation skills including strong public speaking skills and experience
- Ability to problem-solve, multi-task, determine priorities, take initiative, maintain high levels of self-motivation, work as part of a team and independently as and when required, and in multi-cultural settings
- Experience working, coordinating and collaborating with partners and key stakeholders including children, parents, community health workers, teachers, local and national authorities, I/NGOs CSOs, the UN and the corporate sector
- Commitment to and understanding of Save the Children's aims, values and principles including a sound understanding of, and experience in, the child rights-based and strength-based programming approach to development
- Fluency in written and spoken English
- High levels of computer proficiency including MS Office suite packages

**Desirable:**

- Experience in promoting children's participation in programming, project design, implementation and evaluation.
- Coordination experience within relevant interagency humanitarian frameworks and applying relevant Child Protection in Emergencies (CPiE), Sphere and EiE standards to prevent protection-related issues in emergency responses
- Fluency in Fijian and Hindi an asset
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid class 2 driver's license

**Additional:**

- Any offer of employment at Save the Children Fiji will be subject to a satisfactory National Police Record Check and Working with Children Check.
- The post holder will be expected to carry out their duties in accordance with the SC policies
- Employees must sign onto Save the Children Fiji's Child Protection Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.