

## POSITION DESCRIPTION

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| <b>Position Title:</b> | <b>ADVISOR, CHILD PROTECTION (Community)</b>   |
| <b>Department:</b>     | International Program Department   |
| <b>Location:</b>       | Sydney; regular international travel required  |
| <b>Employment:</b>     | Full time; initial two-year employment agreement, with option to extend upon mutual agreement. |
| <b>Reports to:</b>     | Head of Programmes   |

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### **1. ORGANISATIONAL CONTEXT**

ChildFund Australia is an independent and non-religious international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights.

ChildFund Australia implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam and other Pacific nations. In addition, ChildFund Australia manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

### **2. POSITION OBJECTIVES**

ChildFund Australia's Program Approach calls on us to build protection for children, as one of the key ways that the causes of child poverty can be addressed. Our overarching aim for 2015-2020 is to *"enable children and youth to be safe, confident, and resilient, able to play active, constructive roles in an increasingly turbulent world."* As a consequence, we have increasingly focused on child protection programming at community and national levels in implementing countries, and in our work on child protection in emergencies. The Advisor for Child Protection (Community) plays a key role in the realisation of this program approach.

Working closely with the Advisor for Child Protection Systems and other members of International Program Team and focal staff Country Offices, the Advisor for Child Protection (Community) will advance ChildFund Australia's strategy on Child Protection. The role will hold specific responsibility for programming which involves community base child protection. She or he will provide technical support to a suite of child protection projects across the project management cycle, support relevant grant development, and promote organisational learning related to child protection through research and advocacy initiatives.

### **3. KEY AREAS OF RESPONSIBILITY**

#### **Program development and implementation**

- Collaborate closely with Advisor for Child Protection (Systems) to delineate responsibilities based on specialist areas;
- Work together with members of International Program team and Country Offices in developing high quality programs and projects where Child Protection is either a core focus or mainstreamed;
- Implement the child protection program approach across child protection programs in implementing countries.
- While in most cases project implementation and reporting is the responsibility of the Country Offices, the Advisor will provide proactive regular technical support to deliver, monitor and improve ongoing CP projects;
- Manage and oversee (including budgets, staff and consultants) of child protection programming in line with the program approach in your relevant specialist area;
- Work together with a multi-disciplinary team from Sydney, Country Offices and others, to design and prepare grant submissions including writing concept notes and proposals.

#### **Capacity building and knowledge management and support**

- Increase the knowledge and capacity of ChildFund program staff in relevant specialisation areas of child protection, including child protection in emergencies;
- Support and mentor Child Protection Specialists and focal points in country offices.
- Support mainstreaming child protection in emergency response efforts;
- Support knowledge management and learning on child protection programs, trends and issues, and use these to advance ChildFund Australia strategic goals, programs, and advocacy initiatives;
- Lead and/or support action-research projects initiated in Sydney and/or Country Offices.
- Participate, as technical expert, in reviews of child protection programs in ChildFund Australia-managed countries based on specialist area;
- Develop high quality resources, curriculum tailored to and used in child protection projects.

#### **Safeguarding policy compliance**

- Manage child safeguarding policy and procedure compliance including downstream partners and alliance requirements across program suite;
- Where required advise Sydney HR and team heads on training and other safeguarding procedural requirements;
- Advise country offices on serious reported concerns and maintain the safeguarding risk register.

#### **Relationship development, participation and maintenance**

- Maintain a vibrant presence and high profile with donor agencies and development network including participation on relevant working groups by actively participating and/or take the lead in external networks, which offer opportunities for organisational learning;
- Lift the profile of ChildFund Australia in the international development sector and contribute to strengthening the sector;
- Establish and maintain relationships with ChildFund regional offices and Alliance members through which cross-learning and collaborative initiatives are developed and implemented.

#### **4. REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS**

##### *Core Competencies*

- Commitment to ChildFund Australia's values, vision, and mission
- Ability to work effectively in teams
- Excellent interpersonal, written and verbal communication skills
- Exemplifying accountability and integrity
- Being adaptable and flexible

##### *Functional Competencies*

- Performing and promoting the application of project cycle standards for effective project delivery actors
- Working with and supporting stakeholders to ensure that projects are properly managed and implemented
- Coping with situations which adversely effect on success
- Delivering solutions in an aid development specialisation
- Conducting training and guiding others in area of expertise

##### *Qualifications and Experience*

- Tertiary qualifications in a relevant discipline (Social Work, Psychology, Community development, youth work, child protection).
- Specialist knowledge and direct experience in delivery of child protection programs and services, community-based protection initiatives and /or social service development.
- Significant previous work experience in community development, implementation, policy, guideline and publication development, technical support, interfacing with donors, networking and building relationships with a wide range of people from bilateral agencies, developing country government to community members—including children.
- Solid experience in developing project proposals related to child protection.
- Sound experience in training and mentoring (adult education/capacity building).
- Experience in managing multi-sectoral, multi-country participatory/action research in the NGO context program and projects development in NGO setting.
- Experience in supporting staff to design, implement and mainstream Child Protection programs;
- Experience in advocacy and campaigns.
- Experience in child protection-related emergency response.
- Cross cultural experience in an NGO/Development context.
- Experience in developing grant applications in the field of child protection.
- Familiarity with child-focused programming, and with the geographical areas of ChildFund Australia's operations (Papua New Guinea, Viet Nam, Cambodia, Myanmar and Laos), including relevant language skills.

#### **5. ADDITIONAL INFORMATION**

- Frequent international travel and occasional interstate travel is required.
- The successful candidate must have the current right to work in Australia.
- Appointment to this position is dependent upon successful completion of a Working with Children Check and an Australian Federal Police Check.
- You will be required to undertake a follow-up Australian Federal Police Check every 2 years or at any other time when required to do so by ChildFund.

- Adherence to ChildFund Australia policies and procedures is required.

#### **6. STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES FOR MANAGERS**

- Identify, assess, prioritise and control risks to the health and safety of staff in and visitors to your area/s of responsibility in the workplace; and
- Ensure that staff in your area/s of responsibility are provided with safe work systems and that the systems are followed by the staff and visitors.