POSITION DESCRIPTION

ORGANISATIONAL INFORMATION			
Position	Cyber Online Safety Project Manager	Band	na
Position	Duration	2 years (With the possibility of extension)	
Reports to	Country Program Manager	Reportees	0
Department and Location	Programs in Solomon Islands	Budget Expenditure	Approx. SBD 4 million

ABOUT PLAN

Plan International is a rights-based development and humanitarian organization working to better the lives of children and young people. We are independent of the government and have no political or religious affiliation.   Our purpose is to strive for a just world that advances children's rights and equality for girls'.

CULTURE AND VALUES

Plan supports leadership development across the organization that will support and enable empowered people delivering high performance within a strong 'values-based' culture, as follows:

Plan International is an equal opportunity employer and is committed to an inclusive workplace culture that embraces and celebrates diversity. We welcome applications from all sectors of the community because we believe diverse opinions and experiences will enrich our team and best represent our beneficiaries and partners across the globe.

Plan has a zero tolerance for child abuse and is a child safe, girls' rights organisation.

As part of the screening process, candidates will be required to complete a satisfactory National police Check, referee check, and sign our Child Protection Policy and Code of Conduct.

POSITION DESCRIPTION

COUNTRY PROGRAM OVERVIEW - SOLOMON ISLANDS

Plan International Solomon Islands (PISI) has transitioned from an initiative of Plan International Australia to an organization auspiced by Plan International Incorporated (PII). PISI will continue to deliver programming to achieve the maximum impact for children and young people. With a focus on youth empowerment, WASH and disaster risk management, PISI's strategy is to deliver quality programs through partnerships with civil society and government organizations.

Current projects include:

- Community-Managed Sanitation: A water and sanitation and hygiene project implemented in Isabel province.
- Water for Women: A community-based WASH and women's empowerment program in West Guadalcanal.
- Honiara Safer Cities: A project that works with the Honiara City Council and YWCA to apply measures that enhance the safety of girls in urban settings.
- Disaster Risk Management and Resilience Program, focused on disaster preparedness and response, through Australian Humanitarian Partnership (AHP) Disaster READY.

PRIMARY POSITION OBJECTIVE(s)

This role will be responsible for the management and coordination of the *'Strengthening Online Safety for Young People in the Pacific'* project that will be rolled out in the Solomon Islands. This project is an exciting new initiative that is jointly implemented by Plan International Australia (PIA) and Childfund Australia (CFA) and funded by the Australian Department of Foreign Affairs and Trade's (DFAT) Australian National Cooperative Program (ANCP) and also their Cyber Cooperation Programme.

With cable internet systems rolling out across the Pacific, access to affordable and fast digital connectivity in the region will open up unprecedented opportunities for children in the Solomon Islands. Whilst the internet is becoming essential for children's education and social development, technologies do expose children to harm that negatively impacts their safety and well-being.

The overall goal of this project is to Strengthen Online Safety for Young Women and Young Men in the Solomon Islands and across the Pacific by: enabling young people to confidently identify risks and apply appropriate protective strategies for responsible and safe internet use; equipping caregivers with the knowledge and skills to support online safety; facilitating young people's collaboration with, and opportunity to inform community, police, government duty bearers, and the AFP-led Cyber-Safety Pasifika awareness program; enhancing cross-sectorial collaboration for safe environments online .

KEY RESULT AREA	MAJOR ACTIVITIES
Project Management	- Oversee the implementation and coordination of project outcomes and outputs, in line with the approved activity plan and budget, and in accordance with PII's quality standards and the contractual requirements stipulated by our donors.

	• Maintain open and regular communication with PISI CD, PIA and CFA, to communicate project progress, issues and seek technical advice as and when required. • Coordinate the delivery of the 'living lab' with Western Sydney University, including but not limited to organising youth participants, contextualising data gathering tools, and coordinating data collection. • Identify and coordinate youth participation in local, national, and regional forums and organise national and regional youth forums where young people can share their online experiences and collaborate to create safer online environments
Develop and maintain partnerships	• Establish, build, and maintain positive relationships with key project partners, including but not limited too; the Ministry of Aviation and Communication, the Royal Solomon Islands Police force, Honiara City Council, and YWCA. • Develop and maintain cross-sectoral relationships with key online safety stakeholders, including organising online safety learning events and workshops to promote coordination and collaboration
Engage key community entities	• Coordinate the identification of, and collaboration with young women and young men with/without disabilities, parent/caregivers, and community entities engaging in project activities. • Coordinate community awareness activities that promote online safety for young people.
Support Program Financial and risk management	• Manage, monitor and provide regular progress reports to the PISI Country Manager, PIA, CFA and DFAT in line with the project and PISI's reporting requirements. • Manage the project risk matrix, ensuring it is regularly reviewed and updated against project work plans. • Manage and monitor compliance with relevant donor policies. Including, but not limited to, child protection, gender equality and inclusion, anti-fraud, and anti-terrorism policies.
Monitoring and Evaluation	• Schedule, chair, and document regular project planning meetings/events to effectively monitor and track progress against approved activity plan and budget • Coordinate the implementation and management of the approved project results framework and MEL activities • Manage, monitor, and consolidate information collected from staff and project activity reports to ensure data quality and timeliness in reporting. • Support information dissemination to key project partners, including young people, parents/caregivers, communities, police, implementing partners, and donors.

POSITION DESCRIPTION

QUALIFICATIONS & EXPERIENCE REQUIRED

- At least 5 years of experience in implementing child protection, protection, youth, gender, and/or digital programs;
- Proven ability to engage and young men and women safely and respectfully, enable their active participation and adopt and youth led approaches
- Understanding of and demonstrated experience in the application of child safeguarding principles and practices and child rights-based approaches to development;
- Understanding of development and aid issues and trends in the Solomon Islands context;
- Strong information, communications, and technology (ICT) capabilities;
- Excellent written and oral communication skills, including the ability to produce succinct written reports;
- Develop, review, and present information and reports, orally and in writing, to a wide range of International partners and donors;
- Ability to deliver results while working autonomously with limited supervision;
- Experience in managing stakeholder relationships and partnerships to produce results;
- Ability to develop strong partnership relationships with government and civil society organizations;
- Tertiary level qualification in relevant field would be an advantage;

TALENT REQUIRED FOR SUCCESS

- Attention to detail.
- Awareness, experience, and appreciation of building and nurturing stakeholders and partnerships.
- Excellent communication skills and the ability to communicate across a variety of forums, mediums and settings
- Naturally passionate about the development and disaster management sectors in Solomon Islands.
- Commitment to continuous learning and improvement.
- A self-starter who displays natural initiative and is self-motivated.
- Strong gender orientation and awareness of the difference risks and different forms of violence experienced by girls, boys, women, and men.
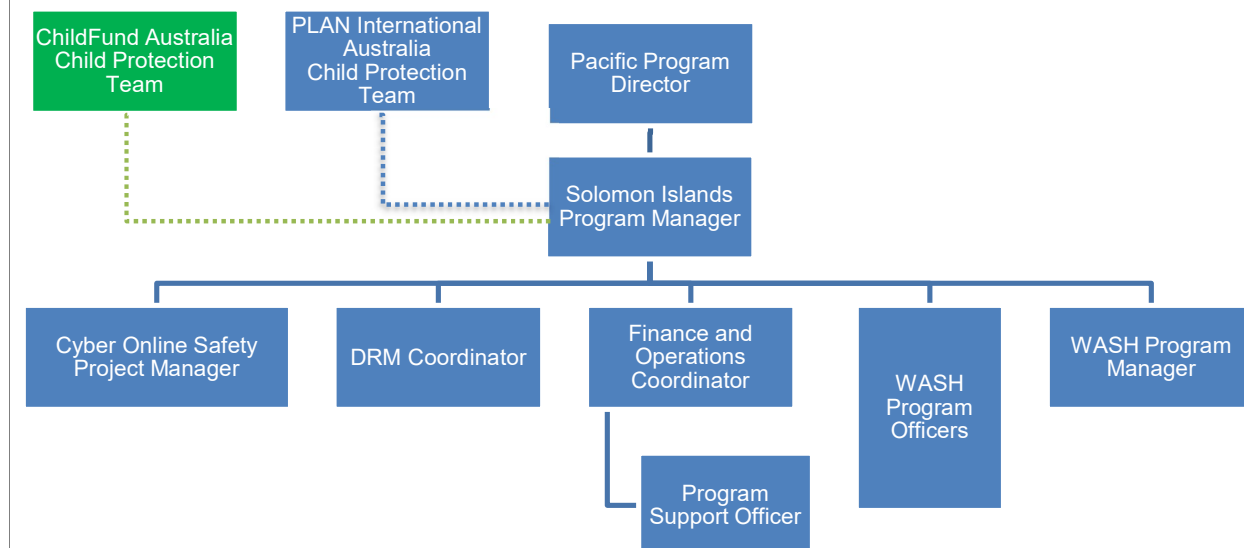
CORE COMPETENCY	
Communication and Collaboration	- Demonstrates interpersonal skills, active listening, empathy, social awareness and emotional intelligence in verbal communications - Articulates clear and respectful messages and information to clients, management and colleagues - Builds effective and positive working relationships with others - Works collaboratively, and shares knowledge and learnings with people from different teams - Uses relevant facts to express clear and logical arguments and opinions - Participates effectively in internal and external meetings to advance organizational objectives - Writes accurate, clear and informative reports and communications that meet the needs of their intended audience - Provide guidance to partners, stakeholders and government on identifying ways in which they can promote children's rights and responsible digital citizenship among children

POSITION DESCRIPTION

Leading Self and Others	• Determines own work schedule and priorities • Contributes to team plans and relates teamwork to strategic objectives • Takes initiative to achieve desired results and resolve issues • Improves own skills and knowledge through networking, self-study, training and other readily accessible sources • Sets challenging goals for self, aligned to Plan's 'Purpose' • Supports others to develop and work more effectively(If applicable) Instils confidence and enthusiasm in team members; celebrates individual and team successes(If applicable) Coaches team members (direct reports) to support their ongoing development, leadership & performance
Achieving Outcomes	• Seeks to achieve results and consistently reaches outcomes • Keeps others informed of progress against plans and results • Proposes solutions to problems or barriers to ensure intended results are achieved • Takes responsibility for seeing things through to completion – delivers on commitments • Displays persistence in tackling even the toughest work challenges
Change and Innovation	• investigate and proposes new ways of working and conducting activities Evaluates current practices and uses lessons learnt to bring about improvements • Supports the use of new technology and develop skills to master new technologies.
Integrity	• Upholds organizational values, to build trust • Displays ethical behavior and works pro-actively to resolve issues • Recognizes (and calls) conflicts of interest • Accepts responsibility for mistakes and deals constructively with failure • Takes action to fulfil personal and organizational commitments • Observes professional boundaries and standards and assists others with ethical dilemmas
Ambassador for Plan & ChildFund Australia	• Maintains an understanding of PIA's and CFA's gender transformative and child rights-based approaches. • Advocates and discusses PIA and CFA positively, to advance its work
Diversity and Inclusion	• Can explain why gender equality and inclusion is important for Plan's campaigns, programs, communications and fundraising • Respects and values the diversity of talents, skills and backgrounds that others bring to work • Actively supports diversity and inclusive work practices • Treats all people with respect • Respects and values the diversity of talents, skills and backgrounds that others bring to work • Actively supports diversity and inclusive work practices • Treats all people with respect

POSITION DESCRIPTION

ORGANISATIONAL CHART

KEY COMMUNICATIONS/STAKEHOLDERS (Contact / Organization – Internal / External)		Purpose & Frequency of contact
Country Program Manager	Internal	Frequent – daily, as supervisor
Implementing partner staff	External	Frequent – weekly, to provide support and monitor program implementation
PIA Senior Child Rights & Protection Advisor	Internal	Frequent but flexible, for strategic direction, management and technical guidance and support
Pacific Program Director	Internal	Frequently but flexible, for program management guidance and support
PIA Program teams as required	Internal	Compliance, policy, procedures, standards, reporting, contractual, risk mitigation etc.
CFA Child Protection Advisors	External	Frequent but flexible, for program management, strategic direction, technical guidance and support
CFA program teams as required	External	Regional Online Safety Advisor, MEL Advisor and other compliance and finance team members.
DFAT Post / NDMO	External	As required - to ensure donor information and reporting requirements are met
Other INGO and local NGO partners and stakeholders in Solomon Islands	External	As required - for coordination and shared learning

POSITION DESCRIPTION

WORKPLACE HEALTH AND SAFETY AND COMPLIANCE REQUIREMENTS

▪ Workplace Health & Safety	▪ Police Check
▪ Workplace Relations	▪ Solomon Islands workplace law and legislation
▪ Child Protection	▪ Solomon Islands statutory, taxation and financial legislation
▪ Code of Conduct	▪ Fundraising
▪ Gender Equality, Diversity & Inclusion	▪ IH Global Reporting, Policy, Code & Compliance
▪ PII Policies, Guidelines & Procedures, as amended	▪ Working with Children

ASSESSMENT OF LEVEL OF CONTACT WITH CHILDREN or ACCESS TO CHILD DATA

▪ NIL ☐   MEDIUM ☐   HIGH ✓

▪ LEVEL OF CHILD PREVENTION CHECKS REQUIRED: **Police check required** ✓

MUST BE COMPLETED PRIOR TO COMMENCEMENT: YES ✓

OTHER REQUIREMENTS

▪ Travel Requirements: International N/A   Domestic   YES

   1. Frequency: Monthly ☐   Quarterly ☐   twice/year ☐   once/year

✓ As Required   ☐   Other