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| **TITLE:** Safeguarding Communications & Engagement Lead | | |
| **TEAM/PROGRAMME:** SCISafeguarding team | **LOCATION:** London, UK or any existing Save the Children International Regional or Country office worldwide with some international travel – up to 3-4 trips per year. | |
| **GRADE**: C, Mid-Senior Level | **CONTRACT LENGTH:** Permanent | |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  **Context –** Save the Children is a leading global Child Rights organisation.Making Save the Children safe for children and adults is a global strategic objective for the entire organisation. This role is based in Save the Children International (“SCI”), which is the international implementing arm of Save the Children. SCI reaches 40+ million children across five regional offices (“RO”) and 56 Country Offices (“CO”) through the collective effort of 17.000 staff, ca. 30.000 volunteers and +1.000 partners.  Our mission is to serve the most marginalised communities in the world. The safeguarding team exists to ensure that the organisation has effective prevention and response systems to ensure that no child or adult is harmed by action or in-action by the organisation or its representatives. Safe Programming depends on a robust, dynamic and accountable safeguarding culture, and to build this culture we need to build engagement with Safeguarding issues and drive behaviour change among our staff, volunteers and partners to strengthen protections for children and communities.  This recently created role will be instrumental in creating a step-change in how we manage our internal and external communication, awareness raising and engagement on safeguarding. An exciting opportunity to have global impact where it truly matters.  **The objectives of this Role** – The Communications & EngagementLeadwill use her/his communication and/or behaviour change expertise to develop and execute a communication and engagement strategy for safeguarding globally. This includes identifying the various audiences (both internal and external – from children and their families and communities to staff, volunteers, partners and our donors), messages, touch points and channels. This includes developing awareness materials in plain language, inclusive and accessible formats that can be adapted to different contexts and audiences. The goal is to transition from a static awareness raising approach based primarily on one-off training/induction and decentralised awareness materials to an integrated, targeted and dynamic communication approach that drives behaviour change and lays the foundation of a safeguarding culture. The role will have close interaction with the centre and regional safeguarding specialists, and in particular the safeguarding behavioural change specialist, and Save the Children members worldwide and will be the business partner of SCI departments that have a strong communication component.  The role can be based anywhere in the world as long as it is in a country where Save the Children operates, and can be home based.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** Global Safeguarding Director, dotted line into Global Head of Corporate Communications  **Staff reporting to this post: n/a**  **Budget Responsibilities: n/a**  Role Dimensions:  The role will become part of the Global/Regional Safeguarding team that has 16 team members spread across 13 countries and all five SCI regions and has a global remit. The team works closely with the departments in SCI (Communications & Engagement, Global Media, Partnerships, HR, Programme Design, MEAL, Operations, etc.) and specifically with 100+ safeguarding specialists that are based across 56 country offices. The role has a global remit and will therefore require strong remote communication and collaboration skills and cultural sensitivity. | | |
| **KEY AREAS OF ACCOUNTABILITY:**   1. **Optimise internal communications** on safeguarding through the development and roll-out of a safeguarding communications, engagement and knowledge management strategy and supporting training framework. Strategy include mapping touch-points, target audiences (internal and external), stakeholders, channels, key messages, and appropriate language. Work with GCCU and key colleagues across the organisation on the development, implantation and staff training modules on the new Global Content Guidelines. On an ongoing basis the role optimises and maintains intranet pages (OneNet & Quality Framework), provide input to monthly Horizon Planner and other regular existing internal communications, and develop initiatives such as a bulletin, events, and leadership communications on safeguarding. 2. **Lead on development and vetting of safeguarding awareness raising**. Materials for global use include eLearning, global induction, leadership interviews, skill pills etc., including working closely with existing communications and safeguarding professionals at SCI to identify and gather case studies to support our continuous development. Whilst part of the content is created by the lead most will be done in cooperation with regional and country offices, internal experts, and possibly external partners. Please note that the majority of SCI safeguarding materials will remain decentralised and locally developed in order to maintain effectiveness, and these are supplemented with strategically selected global channels/materials. 3. **Support all external communication** **on Safeguarding**. Including supporting the Global Communications and Engagement team, Global Media Unit (GMU) and Regional Advocacy Comms Campaigns and Media (ACCM) teams to prepare communications and responses to press related queries (press releases, holding statements, reactive, and journalist queries), safeguarding sections in annual Trustee Report and Accountability Report, manage safeguarding component of external website. 4. **Safeguarding Business partner.** The Safeguarding Business Partnering (“SBP”) enables SCI departments to meet their safeguarding responsibilities. This includes understanding core processes of the department, identifying where their work intersects with safeguarding, helping them to embed good safeguarding practices in their processes, and being a focal point for queries. The business partnering work includes strengthening the sign-off process for all content gathering, data gathering, media, and research activities that these teams undertake. Role will be the safeguarding business partner for: Comms & Engagement Unit; Global Media Unit (GMU); Monitoring, Evaluation, Accountability and Learning (MEAL); Research Ethics; Global Policy, Advocacy and Campaigns (GPAC). List can be extended based on capacity and need. Work with colleagues from roles focused on ethics, child rights, discrimination and diversity to ensure that safeguarding issues consider and support these areas of work. This may include developing a formalised process and steering group. 5. **Build and Maintain Internal Safeguarding Library.** The SCI SharePoint currently stores materials for safeguarding and requires continuous updating and maintenance of IEC safeguarding materials for all sectors, case studies, training modules. 6. **Completion of actions related to the awareness pillar for the safeguarding team** as resulting from internal and external audits, self- assessments, protocol actions, global safeguarding team action plan. | | |
| **BEHAVIOURS (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 * future orientated, thinks strategically and on a global scale.   **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**   * Educated to degree level | | |
| **EXPERIENCE AND SKILLS**  Essential   * Commitment to SCI values and child rights * Knowledge and competencies in applying social behaviour communication and change techniques and methodology. * Experience in external and internal, commercial or corporate communications * Excellent communication skills, both written and verbal, and track record in developing comms and capacity building materials * Excellent interpersonal and communication skills in order to deal tactfully and sensitively with a wide range of people in a large organisation, very often at a distance, with plain, inclusive and non-discriminatory language. * Strong interpersonal, negotiation and diplomacy skills and ability to bring people from different cultures onboard * Excellent facilitation skills * Ability to organise own work efficiently, prioritise, and deliver multiple tasks to tight deadlines * Strong organizational skills * Fluency in English * Excellent networking / relationship building and influencing capabilities * Basic Excel skills to capture, organise and consolidate data * Ability to quickly learn and adapt   Desirable   * Marketing experience * Social media / online comms. experience * Deep understanding and commitment to child rights, human rights, SGBV , inclusion issues and practice in development sector * Good understanding of safeguarding * Knowledge of Save the Children’s key sectors * Knowledge of international humanitarian systems, institutions and donors. * Experience in analysing and presenting data * Spanish, French or Arabic language capabilities * Working knowledge of MS Office; Photo and video editing software /communication / visualisation software such as PowerBI, Tableau etc. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Safeguarding:**  We need to keep children and adults safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children and adults from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Albert den Boogert** | | **Date: 10 October 2022** |
| **JD agreed by:** | | **Date: TBD** |
| **Updated by: Carly McCusker** | | **Date: 14 November 2022** |
| **Evaluated: TBD** | | **Date: TBD** |