ROLE PROFILE

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| Title | Roving Safeguarding Officer – Ukraine Response | | |
| Functional Area | Humanitarian | | |
| Reports to | Accountability to Affected Populations Specialist | | |
| Location | Remotely to start with. May be required to work in one of the response countries at a later stage. | Travel required | Up to 60% time sometimes at short notice |
| Effective Date | April 2022 | Grade |  |

Our Organisation

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion, and discrimination. And it’s girls who are most affected.

Working together with children, young people, our supporters, and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children’s rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge.

We have been building powerful partnerships for children for over 80 years and are now active in more than 70 countries.

role PURPOSE

The conflict in Ukraine is resulting in a major humanitarian crisis with over 3 million people having fled to neighboring countries, and millions displaced within Ukraine. Plan International is responding to the crisis and working in partnership with civil society organisations in Poland, Romania, and Moldova to meet the key needs of those affected by the crisis as well as host communities.

This position will play a key role in the support to country level activities and will provide technical support and guidance to Plan International teams and partners in Poland, Romania, and Moldova. A priority focus will be on supporting Plan International and its partners to DO NO HARM to children, program participants and affected community members that we serve. This will be done through supporting integration and mainstreaming of safeguarding and prevention of sexual harassment, exploitation and abuse (PSHEA) in our interventions, ensuring that our contact, interventions and operations do not harm or put those that we serve at risk of being harmed. Should harm occur, the position will support immediate effective survivor centered responses.

The position will initially be remote but may well be based in one of the 3 countries in the future.

The Ukraine Hub is a service-oriented structure to support initiation of activities, and to help find solutions to problems as and when arise. Creative thinking and identifying work arounds to problems faced will be a critical element of the role.

Dimensions of the Role

The position will will lead in defining the Ukraine Hub agenda for protecting children, program participants and affected communities from harm that may be caused by their contact with our staff and associates, interventions and operations. The role will develop Plan International’s approach to safeguarding and PSHEA in the response through:

* Support Plan International teams and our partners integrate and use the Core Humanitarian Standard across all aspects of our work.
* Providing technical and professional advice and support on Safeguarding and PSHEA best practice in the Hub interventions to ensure we do no harm to children and program participants that we serve
* Work with key stakeholders to develop and embed consistent and legally compliant safeguarding and PSHEA practices in programmes and processes across Plan International Ukraine Hub
* Proactively works with members from other functional areas in the Hub to develop and promote a culture committed to safeguarding and PSHEA
* Actively supports and promotes safeguarding interagency collaboration, engagement, communication and learning across the Ukraine Hub countries
* Provide support on safeguarding and PSHEA investigations as required.

Accountabilities

**Developing Plan International’s Ukraine Hub’s Safeguarding & PSHEA Strategy**

* Support the Hub team in developing and implementing a humanitarian Safeguarding & PSHEA strategy for the response.
* Support in carrying out a Safeguarding & PSHEA risk assessment for the office and programs to inform senior leadership on strategic decision-making.
* Support the developing and implementing a safeguarding & PSHEA Work Plan, based upon the risk assessment.
* Ensure the Core Humanitarian Standard is the foundation of all response activities and ways of working.

**Coordinate the Safeguarding & PSHEA implementation for the Ukraine Hub**

* Working with other functional teams ensuring that safeguarding and PSHEA is embedded throughout the program development and intervention cycle and the socialization of Plan Internationals Safe Programming and Influencing Tools
* Providing safeguarding input to funding submissions as needed
* Implementing safeguarding & SHEA prevention, risk mitigation, and response measures during planning, policy and project development, and programming in the various technical areas of the office’s programs
* Train staff on safeguarding & PSHEA and the Code of Conduct (using the PSHEA Policy, Safeguarding Policy and Code of Conduct), emphasizing appropriate conduct for Plan International staff and associates, and how to submit and receive complaints under internal and inter-agency reporting systems
* As part of staff inductions, training and briefings, emphasize the Safeguarding Policy; PSHEA Policy and Code of Conduct that clearly prohibits safeguarding violations and SHEA, obliges reporting of such acts, enforces these clauses when breached, provides meaningful protection to those who report, and encourages safe reporting
* Ensure that internal safeguarding & PSHEA measures are in place for recruitments that may happen for the Hub
* Support partners integrate safeguarding approaches into their work, including conducting initial trainings as needed for partners
* Support the development, translation, and access to Plan International safeguarding material for partners
* Working with AAP/CEA, establish and/or strengthen safe procedures for complaint and feedback mechanisms (CFMs), raise awareness of same to staff and associates
* Work with AAP/CEA, and other relevant actors to understand community preferences in reporting sensitive allegations such as SHEA
* Working with AAP/CEA, support the mapping of existing CFMs to identify where there are gaps in community access for reporting sensitive complaints
* Based on CFM mapping and community preferences, support the strengthening of existing and/or establish new entry points to fill the gaps in reporting access so that there are safe, accessible, and contextually appropriate channels for any member of the community to report complaints, including those of SHEA
* Assist in a mapping exercise of available services and gaps for health, legal, psychosocial, protection and other support for safeguarding & PSHEA survivors, thus establishing clear pathways for referrals for survivor assistance, informed by good practice and community consultations
* Ensure prominence of safeguarding and PSHEA clauses in partnership contracts that clarify prevention, reporting and responding responsibilities

**Community engagement**

* As part of broader community engagement activities, working closely with AAP/CEA, support the Hub team in engaging communities on their preferred complaints and feedback mechanisms and classification of complaints (with SHEA as a serious complaint)
* Support the development of a collective communication strategy to raise awareness on key safeguarding & PSHEA messages, including the rights of affected populations, the fact that assistance and services are never conditioned on sexual favours, and how to submit sensitive complaints
* Assist the response team to consult and engage with all relevant stakeholders during the design of the CFMs in order to ensure support, high-level commitment, sustainability, and community trust and ownership in the complaints mechanisms
* Ensure that the implementation of safeguarding & PSHEA in the response is informed by community participation, contextually and culturally appropriate, and based on the community’s needs

**Interagency Networks/Technical Clusters/Sectors Engagement**

* Engage with key Government ministries and departments.
* Support sector specialists and partners ensure safeguarding & PSHEA is addressed in cluster activities
* Proactive engagement and representation of Plan International in the PSHEA in-country interagency network/clusters, ensuring visibility of Plan Internationals work and that we are a positive addition to any PSEAH/ safeguarding activities in-country
* Develop a network with peer agencies safeguarding staff for experience sharing
* Support partners to engage with the safeguarding & PSHEA in-country networks

Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Key relationships

**Internal**

* Country Management Team members as required
* Programme technical leads.
* Ukraine Hub
* National Organisations
* Global Hub departments (including humanitarian, safeguarding)

**External**

* Civil Society Organisations
* UN Agencies
* Institutional Donors
* Embassies

Technical expertise, skills and knowledge

**Essential**

* Experience of working in an international context on Safeguarding/Child Safeguarding, Prevention of Sexual Exploitation and Abuse, Protection and Gender Based Violence, particularly in humanitarian settings
* Proven experience of using and promoting the Core Humanitarian Standard and related tools and guidelines.
* Good experience of embedding Safeguarding/PSEA or related practice into programmes – particularly humanitarian programmes - with experience developing risk management structures
* Significant experience of the humanitarian system and associated coordination mechanisms.
* Proven experience and ability to design and deliver training.
* Good interpersonal skills with the ability to communicate, negotiate and influence at all levels, considering cultural and language difficulties.
* Track record of strong facilitation, networking, and influencing skills in person and remotely.
* Skilled in risk identification and mitigation.
* Strong competencies on monitoring and evaluation of safeguarding and PSHEA mechanisms.
* High degree of organisational ability, working well to deadlines. Ability to work under pressure and willingness to work flexible hours in the event of emergencies.
* Passionate about safeguarding and PSHEA
* Diplomatic, culturally and politically sensitive
* Experience of supporting complex safeguarding and SHEA investigations.
* Demonstrated experience of working with highly sensitive material in a confidential way; ability to show empathy for the challenges survivors face in reporting safeguarding concerns and the pressures

**Desirable**

* Proficiency in Ukrainian, Polish, Romanian, or Moldovan languages.

Plan International’s Values in Practice

**We are open and accountable**

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

**We work well together**

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and ‘win-win’ relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

Physical Environment

Based remotely, working in a virtual hub. Required to travel to operational locations on a regular basis, sometimes at short notice.

Level of contact with children

Mid contact: Occasional interaction with children