

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Safeguarding Advisor		Programmes	
Location:	Responsible to:	Date:	Grade.
Nairobi	Head of Safeguarding, with dotted line to two others	Jan 2022	E

1. JOB PURPOSE

Describe why the job exists.

The Safeguarding Advisor reports to the Head of Safeguarding, who is based at the London Office. They have a dotted matrix working line to:

- 1) the Regional Director of Africa Region for matters related to the development and implementation of their annual regional work plan and the regional dimension of safeguarding implementation of the IPPF Safeguarding framework, giving safeguarding advice, and all technical aspects relating to safeguarding.
- 2) the WISH Executive Director for matters related to fulfilling contractual safeguarding requirements under “Women’s Integrated Sexual Health” (WISH) which is IPPF’s new flagship health programme to transform the lives of millions of women and girls. Funded by FCDO, WISH will provide integrated and holistic healthcare to 2.2m additional users across 16 countries in Africa and South Asia from 2018-2021.

This position will support the Head of Safeguarding with the development and delivery of the safeguarding framework across International Planned Parenthood Federation. They will also provide training, leadership and expert professional advice in safeguarding to their region to ensure that safeguarding is an integral part of all the work IPPF does in their regions.

As part of the advisor’s responsibilities and role they will support the safeguarding requirements and roll out of the contractual safeguarding requirements of the 14-member associations, consortium partners and team who are part of the FCDO WISH programme with reference to FCDO’s code of conduct and enhanced safeguarding compliance requirements.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment.

2. KEY TASKS

Describe the *main* activities undertaken by the job holder. The list need not be exhaustive but should reflect the most important features of the job.

1. Act as a key source of support, guidance and expertise on safeguarding in their regions.
2. Support the continued development and implementation of the IPPF safeguarding framework and its review process within their region.

-
3. Support and embed a culture of shared responsibility towards safeguarding IPPF beneficiaries, volunteers, trustees and staff from abuse, exploitation and harassment across their regions.
 4. Develop and lead on the delivery of their regions' annual safeguarding work plan.
 5. Co-manage their Regional Incident Reporting Unit with the relevant HR staff member and maintain oversight and scrutiny of the safeguarding and incident logs in their regions to ensure safeguarding and related risks are assessed, monitored and promptly reported and escalated in accordance with our policies and processes.
 6. Support where required the development of investigation Terms of Reference, giving special consideration to risk management and overcoming barriers to disclosure.
 7. Where required lead or coordinate safeguarding investigations, instructing internal or external investigators.
 8. Support learning review of IPPF SafeReport, IPPF's external incident reporting service, in their region and gain feedback from Member Associations.
 9. Develop and maintain effective communication and working relationships with the Member Associations and partners in their regions to ensure safeguarding processes are being embedded effectively and that safeguarding is considered in context of overall approach to risk management and mitigation.
 10. Advise on and support the development and rollout of safeguarding training materials adapted for Member Associations. Where requested and resources are available, support the training roll out within Member Associations.
 11. Work together with the global IPPF safeguarding team to share learning and develop a consistent approach to safeguarding across the Federation.
 12. Support Member Associations in the implementation of their policies and procedures, and meeting IPPF safeguarding standards
 13. Ensure their region is kept informed of any changes to legislation or guidance through keeping an up-to-date understanding of current agendas, priorities and policies.
 14. To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF's Gender Equality Policy.
 15. To build and maintain positive relationships with all members of staff, and contacts within and outside the Federation.
 16. To become familiar with the Federation's Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.
 17. To undertake such other reasonable duties as may be requested from time to time.
 18. The candidate must demonstrate an understanding of and commitment to safeguarding in local and international context and demonstrate a willingness to sign and adhere to IPPF's Code of Conduct and Safeguarding Policies

3. RESPONSIBILITIES

Describe: a) staff responsibilities carried out by the job holder.

- Be responsible for ensuring staff and volunteers (including trustees) in their region are appropriately trained and supported and have access to resources to ensure safeguarding issues are identified and actioned in accordance with our policies and processes.

b) financial responsibilities carried out by the job holder.

- Not applicable

c) advisory responsibilities carried out by the job holder.

- Be responsible for the continued review of their region's safeguarding approaches, promoting person-centred safeguarding practices and ensuring continued compliance with statutory and regulatory requirements.
- Responsible for the reporting of safeguarding incidents within Member Associations contracted to DFID with reference to the DFID code of conduct and contractual requirements. Work together with the Executive Director of WISH2 and the Project Director of WISH1 to support the communication and resolution of safeguarding issues within the project that meet DFID standards and protocols.

PERSON SPECIFICATION

4. EDUCATION & QUALIFICATIONS

Describe the likely educational/training background of the job holder.

- Either a Bachelors degree in a relevant topic or evidence of qualification through experience

5. PROVEN ABILITY

Describe the minimum level of professional experience required to do the job.

- Experience of conducting safeguarding investigations
- Significant experience in the field of safeguarding, including demonstrable interest/experience in working to prevent exploitation and abuse of children and vulnerable adults
- Demonstrable experience of working in a role that requires a self-starting approach to work and the development of safeguarding initiatives.
- Experience of risk management and skilled in identifying and mitigating risks
- Experience designing and delivering capacity building initiatives
- Experience working for an international NGO or UN agency
- English and French are the working languages of IPPF. For this post fluency in English and French (both oral and written) is required.

- Demonstrate an understanding of and commitment to safeguarding in local and international context.
- Experience of designing and delivering safeguarding training in different settings for varied audiences, with the ability to adapt complex information according to the audience
- Proven experience in measuring the impact of training and implementation of safeguarding policies
- Track record of, and expertise in, developing safeguarding policies compliant with regulations and best practice
- Previous not-for-profit experience essential.

Desirable

- Experience of working with a global membership organisation
- Experience of safeguarding in the international arena
- Experience of safeguarding in Sexual Reproductive Health, humanitarian sector or related sector.
- Knowledge of and familiarity with FCDO Safeguarding standards and Code of Conduct and Enhanced Safeguarding due diligence
- Experience of safeguarding in the workplace in relation to bullying, harassment, sexual harassment and victimisation
- Fluent in English and Arabic (verbal and written).
- Relevant qualifications

6. SKILLS

Detail the skills needed to do the job, *including* languages.

- Excellent communication skills, especially active listening with strong facilitation and presentation skills.
- High degree of organisational ability, working well under pressure and to deadlines
- Able to always work professionally and with a high degree of confidentiality
- Excellent interpersonal skills and an ability to work effectively with people from different countries and cultures
- Strong analytical skills.
- Excellent time management and organisational skills.

7. PERSONAL COMPETENCE

Describe the characteristics of effective job performance, eg. sound judgement, ability to maintain confidentiality.

- Discretion in handling confidential information.
- Ability to quickly build personal rapport and trust
- Empathy for the challenges survivors face in reporting and the pressures an investigation places on all stakeholders, including the alleged perpetrator and management
- Excellent self-awareness and understanding of the need for self-care

Willing to travel internationally up to 60 days a year.

Interested individuals should submit an application form in the [IPPFARO CV](#) form and a 1-page cover letter to: wishhroffice@ippf.org with the job position you are applying for as the subject of the email. Please note that we will not consider applications that are not done in the requested format.

The deadline for application is **31 July 2021**.