**Draft Job Description for Safe and Inclusive Officer**

**Job description**

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| **Job Title** | Safe and Inclusive Officer |
| **Classification Level** | TBC |
| **Organizational Unit / Duty Station**  **(Department / Zone Office / Delegation..... etc)** | TBC |
| **Immediate Supervisor’s Title** | TBC |
| **Technical Manager’s Title**  ***(if applicable)*** | TBC |
| **2nd line Manager** |  |
| **Supervise along technical lines** |  |
| **Number of Direct Reports**  ***(if applicable)*** |  |

**Organizational context (where the job is located in the Organization)**

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| The International Federation of Red Cross and Red Crescent Societies (IFRC or “the Federation”) is the World’s largest volunteer-based humanitarian network.  The Federation is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies.  Along with National Societies and the International Committee of the Red Cross (ICRC), the Federation is part of the International Red Cross and Red Crescent Movement.  The overall aim of the IFRC is” to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by National Societies with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world.” It works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.  [Overview of the Secretariat/National Society] |

**Job Purpose**

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| This role is appointed to promote a culture of keeping people safe so there is a genuine zero tolerance to inaction on sexual exploitation and abuse by humanitarian aid workers, contributing to: ensuring all children and adults feel safe to participate in RCRC programmes; feel safe to report a SEA or Child Safeguarding concern; and concerns are appropriately responded to. This role will also support implementation of minimum actions for safe and inclusive programming, ensuring a joined-up approach to community engagement and accountability (CEA), protection, gender and inclusion (PGI) and Safeguarding, as well as facilitating peer learning with National Societies in the region. |

**Job duties and responsibilities**

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| Coordination   * Identify national and local safeguarding/PSEA networks. * Support National Society engagement with networks for knowledge-sharing, joint awareness raising, training and reaching out to local communities and specialist expertise.   Institutional   * Support the designation of National Society focal points at HQ and branch levels. * Facilitate baseline organisational assessment and development of National Society actions plans, focusing on PSEA and child safeguarding, as well as components of PGI and CEA required to implement minimum actions for safe and inclusive programming. * Deliver training for Branch focal points (train-the-trainer). * Access support from technical advisers e.g. on establishing policies, procedures, referral pathways, training for leadership and managers, and other areas requiring referral to specialist support. * Work together with National Society focal points to implement safe and inclusive action plans. * Facilitate use of tools, templates and resources for operationalising practical actions, such as:   + screening of National Society personnel to help prevent safeguarding risks;   + briefing, training and signing of staff Code of Conduct by all programme volunteers and staff;   + assessing risks to community members in relation to humanitarian programmes and implementing mitigating actions;   + timely, accurate and accessible 2-way information sharing with communities, particularly the most vulnerable and marginalised;   + well-communicated channels for feedback and complaints including safe reporting and response to SEA and Child Safeguarding concerns;   + referral pathways for child protection, sexual and reproductive healthcare, counselling, justice and MHPSS services; and   + inclusion of people of all genders, ages and abilities.   Awareness-raising and peer learning activities   * Raise awareness and actively promote transparency and accountability, for example by organising events, webinars and trainings. * Facilitate regional peer learning visits and events (online and/or in person) focusing on different themes and audiences, for example utilising the role-specific IFRC PSEA video animations to introduce PSEA to different groups and promote discussion and change. * Document and share case studies and good practices for strengthening safeguarding and safe and inclusive programming.   Reporting   * Contribute to evaluation and reporting on Safeguarding to senior management and donors, as required. * Prepare progress reports against the National Society Safe and Inclusive action plans.   Team member   * Actively participate in team meetings. * Support other team members. * Work and behave in accordance with all organisational policies, procedures and the staff Code of Conduct. * Uphold the fundamental principles of the Red Cross and act with integrity. |

Duties applicable to all staff

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| 1. | Actively work towards the achievement of the RCRC goals |
| 2. | Abide by and work in accordance with the Red Cross and Red Crescent principles |
| 3. | Perform any other work-related duties and responsibilities that may be assigned by the line manager |

Pre- engagement checks

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| 1. | Police/criminal record check |
| 2. | References |
| 3. | Candidate’s statement of conduct |

Diversity

We are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate and we want you to be able to bring your authentic-self to work. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Position Requirements

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| Education | | Required | | Preferred | |
| * Relevant university degree (gender studies, anthropology, sociology, psychology, communication, political science, international relations, law or human rights) or similar professional qualification. Post-graduate degree is an advantage. | | x | |  | |
| Experience |  | | Required | | Preferred |
| * Experience in PSEA, child protection, gender and/or inclusion as part of design and/or delivery of humanitarian projects/services | | X | |  | |
| * Experience working in the country context | | X | |  | |
| * Working with adults and children in vulnerable situations | | X | |  | |
| * Working with partner organisations | |  | | X | |
| * Experience working within the Red Cross and Red Crescent Movement | |  | | X | |
| * Experience coordinating complex projects with multiple stakeholders | |  | | X | |
| * Experience in developing and implementing learning processes | |  | | X | |
| Knowledge and Skills | | Required | | Preferred | |
| * Up-to-date knowledge of good practices in safeguarding, protection and/or gender issues | | X | |  | |
| * Building and maintaining partnerships and relationships | | X | |  | |
| * Ability to work effectively with diverse stakeholders to influence practice | | X | |  | |
| * Ensuring inclusive practice and promoting diversity | | X | |  | |
| * Skills in active listening, empathy, communications, influencing, training, organising and attention to detail | | X | |  | |
| * Resilience in working with stakeholders with competing demands | | X | |  | |
| * Training in safeguarding | | X | |  | |
| * A good understanding of humanitarian issues | |  | | X | |
| * Experience producing reports and other documentation for a range of audiences | |  | | X | |
| * Willingness to work out of office hours when necessary. | | X | |  | |
| * Ensures inclusive practice and promotes diversity | | X | |  | |
| **Languages** | | | **Required** | | **Preferred** |
| Fluently spoken and written English | |  | |  | |
| **Competencies (to be filled in by HR)** | |  | |  | |
| Accountability | | | | | |
| National Society Relations | | | | | |
| Teamwork-interpersonal skills | | | | | |
| Integrity and personal conduct | | | | | |
| Professionalism | | | | | |
| Communication Managerial effectiveness | | | | | |
| Initiative and direction | | | | | |
| Flexibility, Patience and adaptability-sensitivity to diversity | | | | | |

**Sign off by Line Manager**

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| Name: |  | Signature: |  | Date: |

**For internal use only**

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| Classified by: | Date: |
| Approved by the Job Classification Committee: | Date: |