

Child Protection Officer

SeeBeyondBorders is recruiting for an experienced child protection and/or safeguarding specialist to join our team to make sure that we have measures in place to ensure that all those involved in the delivery of our programs do no harm to children or vulnerable people, take action to prevent any wrongdoing, and respond appropriately when any incidents do occur.

Type of Employment	Full Time Maternity Leave Cover (with scope to extend)
Place of Employment	Battambang City
Reporting to	Monitoring & Compliance Manager UK, Operations Manager Cambodia
Direct reports	None
Hours	40 hours per week. Office hours are usually Monday to Friday, 7.30am - 5.00pm with a 1.5 hour break for lunch. However staff may at times be requested to work out with these hours and are required to be flexible upon reasonable request.
Annual leave and public holidays	9 days annual leave accrued for each 6 months of completed, full year employment up to 18 days per annum. SBB recognises all scheduled and government ratified public holidays.
Salary	Competitive
Qualifications and experience - Essential	<ul style="list-style-type: none"> ● Fluent Khmer and good written and spoken English. ● Experience of working with children. ● Experience of working with communities. ● Experience of delivering training either to colleagues or groups outside your organisation. ● Knowledge of local government structures, particularly child welfare and education. ● Ability to think analytically and problem solve (being able to detect underlying issues that may not be obvious). ● Completed High School and a Bachelor's degree plus at least 6 years working experience
Qualifications and experience - Desirable	<ul style="list-style-type: none"> ● Experience of working with International NGOs. ● Knowledge of local organisations working in child rights and child welfare.

	<ul style="list-style-type: none"> ● Knowledge of Cambodian law relating to children and vulnerable people ● Experience of working with people with disabilities. ● Experience of working with programs focused on gender. ● Experience of representing children’s rights to a variety of audiences including to people/groups in a position of authority.
Personal Characteristics	<ul style="list-style-type: none"> ● Strong work ethic and commitment to working in the development sector. ● Independent, pro-active, resilient, self-motivated and able to work on own initiative whilst also being a team player ● Willingness to take on new tasks and responsibilities and seek assistance when required ● Honest and reliable and able to work with integrity ● Able to communicate and collaborate with colleagues and partners at all levels and from a variety of ethnic, social and religious backgrounds ● Highly organised and excellent time manager ● Empathetic and approachable by children and other vulnerable people
Responsibility for Values	Active commitment to the SBB Development Philosophy and values; Changemaker Competency Integrity Courage Respect

The key tasks of this role are:

- Managing SBB response to child protection and safeguarding of vulnerable people
- Training and capacity development of SBB staff and volunteers in all matters associated with addressing the needs and dignity of vulnerable people
- Supporting SBB to develop programs that integrate child protection, treatment of vulnerable people and inclusion, with a specific focus on awareness raising and practice improvement for all stakeholders
- Building capacity amongst SBB stakeholders for improved policy and practice on child protection and safeguarding of vulnerable people.
- Supporting the Compliance Lead to ensure SBB is compliant in terms of child protection and vulnerable people and inclusion.

Managing SBB response to child and vulnerable people protection and safeguarding

- Ensuring staff adhere to SBB’s policy on child protection and safeguarding of vulnerable people.

- Ensuring procedures for identifying and reporting causes for concern for children and vulnerable people are followed by SBB staff and volunteers.
- Maintaining a register of support services for SBB to refer cases to (eg other NGOs, government-led services, hospitals etc).
- Working with SBB staff when a vulnerable child and/or family are identified to enable them to access appropriate services.
- Ensuring the Child Protection and Safeguarding Register is up-to-date and liaising with Compliance Lead on reporting requirements.
- Maintaining confidential case notes of each incident in a secure folder which nobody else can access.
- Contributing actively to discussions about how to improve the level of protection provided to children in the context of where we work.

Training and capacity development of SBB staff and volunteers

- Developing and delivering training on child protection with real examples (anonymised) to make it relevant to SBB.
- Researching training opportunities in child protection for teachers and mentors.
- Ongoing support to staff and volunteers in identifying and reporting causes for concern.
- Liaising with external agencies to provide training for staff on child protection and safeguarding

Supporting SBB to develop programs that integrate inclusion with a specific focus on awareness raising and program design on disabilities and gender.

- Ensuring inclusion, as a cross cutting issue, is reflected in program design.
- Supporting the program department to develop innovative approaches to respond to gender as a cross cutting issue.
- Supporting the Compliance Lead to deliver awareness raising training on inclusion (eg gender, disability) to SBB staff.
- Ensuring SBB is able to demonstrate the impact of their program on promoting inclusion.

Building capacity amongst SBB stakeholders for improved policy and practice on child protection and safeguarding of vulnerable people.

- Liaise with District and Provincial Offices of Education regarding child protection and child rights.
- Maintain key relationships with community groups/organisations (eg CWCC) to ensure any concerns are raised and discussed in confidence between SBB and the communities where we work.

- Map the local and national government structures and procedures regarding reporting causes for concern for children and vulnerable people and regarding support for children with disabilities.

Supporting the Compliance Lead to ensure SBB is compliant in the areas of child and vulnerable people protection, safeguarding and inclusion.

- Working with HR function to check that Child Protection and Safeguarding policies have been followed during recruitment and confirm that required paperwork is held in the personnel files of all new hires
- Working with HR to ensure child protection, safeguarding and inclusion, as cross cutting issues, are reflected in all roles and job descriptions.
- Delivering induction training for new hires that covers Child and Vulnerable People Protection, Safeguarding, and Inclusion and ensure that each new hire understands their responsibilities and how to report any incidents.
- Escalating any serious incident reports to the Leadership Team immediately and escalating further to regulatory authorities in Australia/ UK/ Ireland, as appropriate.
- Identifying appropriate professional development opportunities for yourself, to learn more about this area, and identifying professional networks to join.

About SeeBeyondBorders

At SeeBeyondBorders we believe change begins with education, and we think that quality teaching and learning should be available to everyone. We work in primary schools in Cambodia, a country still recovering from the destruction of its education system under the Khmer Rouge. In partnership with local communities we sustainably improve education standards by training teachers, getting children to school and developing the capabilities of those tasked with running the education system.

SeeBeyondBorders provides improved access to quality education with four focus areas:

1: **Quality Teaching** - improves the quality of teaching by providing in-service professional development to existing teachers, and empowering a community of mentor teachers to provide support so that teachers embed the new skills in daily classroom activities.

2: **Community Engagement** - improves participation at school, helping families be better prepared to embrace education through health programs, scholarships, and sports activities.

3: **Systemic Capability** - influences Government to promote effective reform policies and see them implemented through to a grass roots level.

4: **Strengthening Support** – continues the development of a solid, efficient organisation to help rebuild the education system.

Our primary focus is in the rural areas of Battambang and Siem Reap provinces. In each case, our Quality Teaching programs form the lead initiative and are supported by our Community Engagement and Systemic Support programs according to individual school development plans, community needs, and systemic requirements.

Applications

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SeeBeyondBorders is available at

Web : www.seebeyondborders.org

Facebook : www.facebook.com/SeeBeyondBorders

Blog : seebeyondborders.wordpress.com

Twitter : www.twitter.com/seebeyondborder

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Vulnerable Persons (including children) Protection Policy and our Code of Conduct.

SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.