

Child Protection Assistant

About SeeBeyondBorders

SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders is a registered charity in Australia, Ireland and the UK and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in Cambodia, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their children to get to school. In the work we do in schools and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

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

SeeBeyondBorders is a child and vulnerable people safe organisation, committed to protecting the rights of children and vulnerable people.

Overview of the Position

The Child Protection Assistant will work directly with the SeeBeyondBorders' team to deliver the community engagement program on the child protection and inclusion project and the conditional cash payment.

The community engagement program aims to engage stakeholders from the whole community including the District Office of Education (DOE), schools principals, parents and CCWC members to recognise the value of good quality education, providing a safe learning environment for children throughout series discussion, ongoing support child protection committee on skills in child protection and inclusion.

The Child Protection Assistant will work closely with the child protection officer (CPO) to:

- Support the CPO to deliver the child protection project in schools in Ek Phnom.
- Work with the CPO to help the community develop their own procedures to encourage and monitor child safe practices.
- Support the child protection focal points in schools with creating, planning and implementing child safe practices.
- Assist the CPO with the conditional cash payment project implementation in Bavel and Angkor Thom on a monthly basis.
- Work as part of a team to achieve program and organisation objectives, and collect data and information to demonstrate outcomes

Employment Type	Full Time
Location	Battambang Town, Battambang Province, Cambodia with occasional travel within Cambodia
Accountable to	Child Protection Officer
Hours	40 hours per week with scheduled Cambodian public holidays (approximately 21 days per year) together with 18 days of annual leave per annum, accessible on a pro-rata pre-approved basis. Occasional weekend work may be required with time off in lieu.
Salary	Based on experience or negotiable

Start Date	As soon as possible
Qualifications and experience – Required	<ul style="list-style-type: none"> - Fluent Khmer and able to write and speak English (prefer). - Experience of working with children - Experience of working with communities - Experience of working with teachers - Knowledge of local government structures, particular child welfare and education - Experience organise the training and/or workshops - Completed High schools and a Bachelor’s degree
Qualifications and experience – Desirable	<ul style="list-style-type: none"> - Knowledge of local organisations working in child rights and child welfare - Knowledge of local organisations working in child rights and child welfare - Knowledge of Cambodian law relating to children and vulnerable people
Personal Characteristics:	<ul style="list-style-type: none"> - Strong work ethic and commitment to working in the development sector - Able to work on own initiative whilst also being a team player. - Willing to take on new tasks and responsibilities and seek assistance when required. - Able to communicate and collaborate with colleagues and partners at all levels and from a variety backgrounds. - Empathetic and approachable by children and other vulnerable people.
Responsibility for Values	<p>Active commitment to the SeeBeyondBorders Development Philosophy and values;</p> <ul style="list-style-type: none"> - Changemaker Competency Integrity Courage Respect

Tasks and Responsibilities

Support the CPO to deliver the child protection projects at school in Ek Phnom district

- Support the CPO with creation, planning and implementation of trainings and/or workshops
- Co-facilitate small group meetings and/or workshops with schools and communities.
- Organise documentation for the effective running of the project.
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- Organise the training and/or workshops venue and complete the event organiser checklists.
- Provide accurate statistics about this project in monthly and six monthly reports

Work with the CPO to help the community develop their own processes to encourage and monitor child safe practices.

- Do post training and/or workshops follow up the actions needed.
- Monthly monitor the process in community and fill in the monitoring checklist
- Report any child protection, safeguarding and inclusion concerns to the CPO immediately
- Update the monitoring results to the CPO on weekly basis

Support the child protection focal points in schools with creating, planning and implementing child safe practices.

- Support the safeguarding focal points to undertake student wellbeing checklists, where appropriate
- Assist the CPO to monitor the case handling and/or refer procedures in schools and communities.
- Assist the CPO in responding to cases where appropriate
- Assist with all aspects of menstruation awareness workshops
- Support the CPO to undertake a gender analysis

Assist the CPO with the conditional cash payment project implementation in Bavel and Angkor Thom on a monthly basis. (20% of workload)

- Collect students attendance from the CCP committees on a monthly basis
- Fill the data in the project dashboard
- Assist the CPO to do cash payment
- Follow up and collect the materials checklist after cash payment

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 Child and Vulnerable People 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.