

Job Description

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| Job title | Safeguarding Lead |
| Department | Overseas Programmes |
| Location | Nairobi, Kenya |
| Reporting to | Team Leader |
| Responsible for | N/A |
| Liaison with | <ol style="list-style-type: none"> 1) Deputy Team Lead- Global Advocacy Director. 2) Deputy Team Leader- Operations |
| Hours | Full time |
| Type of contract | Full time, Fixed Term Contract |
| About Options | |
| <p>We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions, and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p> | |
| Background | |
| <p>Female Genital Mutilation (FGM) is a form of violence against girls and women, held in place by social norms. It is generally practised as a matter of social and traditional convention and is interlinked with social acceptance, peer pressure and fear of not having access to particular resources and opportunities.</p> <p>Options as part of a UK government funded consortium has engaged to carry out the Africa-led movement (ALM) to end FGM programme, with the goal of ultimately ending FGM. The consortium's approach to support the Africa-led movement is girl-centred, recognises the intersecting identities that inform their lives, and aims to empower all girls and women - promoting health, bodily autonomy, and their right to live free from violence.</p> <p>The work on the programme is framed within a learning and adaptive programming approach. Funds flow to participating organisations through a granting mechanism managed by the consortium. Youth and women's rights organisations are a core success factor in reducing FGM and other forms of violence, yet only a small fraction of gender equality development funding reaches these groups. Grants will help finance both community-based initiatives and the roles that these groups might play in the accelerating and scaling strategy.</p> | |

Main purpose of job

Based in Nairobi, the Safeguarding Lead will be the focal point for safeguarding, providing technical stewardship, advice, and support to the ALM programme and consortium partners. They will be responsible for oversight, effective management, and delivery of the safeguarding activities through coordinating and implementing the Do No Harm and Safeguarding Frameworks for the ALM programme in its focal countries.

The Safeguarding Lead provides continuous training, leadership, and technical expertise across the ALM's programme to ensure that the Do No Harm and Safeguarding Frameworks are integral to how ALM works internally and externally with stakeholders and beneficiaries. The position further ensures that the ALM programme routinely monitors and reviews its policies, procedures, systems, resources, training, advice, and support to maintain and uphold the highest standards of safeguarding, Do No Harm and wellbeing.

The Safeguarding Lead will have overall responsibility to develop and support best practices in safeguarding and well-being and also initiate and provide support for how prevention, reporting and response measures are undertaken.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties and responsibilities

1. **Oversee and manage the establishment of the programme's Do No Harm and Safeguarding frameworks.**

- Provide strategic leadership for Do No Harm and Safeguarding frameworks to ensure delivery, including advising and leading on framework amendments and updates as needed
- Ensure the programme's Do No Harm and Safeguarding frameworks and information is clear and easily communicated to relevant stakeholders.
- Take a lead role in raising awareness about the ALM's Do No Harm and Safeguarding measures with staff, programme participants and stakeholders.
- Ensure that ALM partner organisations align with the ALM Do no Harm and Safeguarding Frameworks
- Support partners and staff to integrate safeguarding into all operations and activities to mitigate against situations where staff, children or communities may be put at risk of harm, abuse, harassment, or exploitation and to address any risks identified.
- Act as the safeguarding point of contact for any concern emerging from the ALM programme activities and escalate any concerns or reports to the Team Leader within 24 hours.
- Take a lead role in developing, conducting and delivering safeguarding risk assessments for ALM and its wider programmatic activities.
- In collaboration with local partners and programme beneficiaries, build safeguarding structure, policy, principles, and process for what works safely for the partners, including data protection measures for information and reports collected through the duration of the ALM programme.
- Work with the communication team to ensure materials and content on any of ALM platforms or forums uphold the dignity and respect of those sharing their stories and have provided consent as guided by the Do No Harm and Safeguarding frameworks.
- Ensure that Safeguarding activities are budgeted for by contributing to proposals.

2. **Capacity building, knowledge building and learning related to Do No Harm and Safeguarding**

- Assess capacity building needs of staff, key stakeholders, girls' organizations, Youth organizations, Women's organization, and grass roots grantee organisations and design the delivery of a range of capacity building interventions.
- Implement capacity building plans for key stakeholders, girls' organizations, Youth organizations, Women's organization, and grass roots grantee organisations.
- Provide support for consultations on community friendly reporting mechanisms for programme participants, service recipients and community members.
- Raise awareness about safeguarding measures, guided by the Safeguarding and Do No Harm Frameworks; provide training and advice to staff and volunteers on these frameworks.

- Identify and document best practices, challenges and lessons learned to contribute to learning and decision-making.

3. Monitoring and Evaluation

- Work with the Monitoring and Evaluation lead and project managers across the ALM consortium to incorporate safeguarding and Do No Harm into monitoring and evaluation activities.
- Conduct routine on-site monitoring visits.
- Ensure that all ALM work is aligned with the programme's Do No Harm and Safeguarding frameworks.
- Conduct monitoring to assess the awareness, functionality and safety of reporting mechanisms and referral pathways.
- Receive and safely document safeguarding reports, monitor the progress of all cases until closure, with the exception of those that may require this task to be undertaken by the TL.
- Ensure regular reports to the Senior Management Team on the implementation of Do No Harm and Safeguarding frameworks across the ALM programme.

4. Other

- Represent the programme in meetings, at public events or conferences as required.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by: Jacinta Muteshi



Date: 10/08/2022

Person specification

| Criteria | Essential | Desirable |
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| Qualifications | | |
| Professional qualification or degree in a relevant subject area | ✓ | |
| Experience | | |
| A track record and significant experience providing technical stewardship, advice, effective management, and delivery of safeguarding activities to programmes and organisations based in multiple locations. | ✓ | |
| Knowledge of international best practice on Safeguarding | ✓ | |
| Strong experience on communicating evidence effectively to better planning, decision making, and accountability within government. | ✓ | |
| Experience engaging closely with partner organizations, including consortium management / co-ordination (desirable). | | ✓ |
| Skills and attributes | | |
| Strong leadership skills | ✓ | |
| Excellent planning and organising skills | ✓ | |
| Ability to influence and lead teams to align with Do no Harm and Safeguarding principles. | ✓ | |
| Strong internal and external communication and facilitation skills | ✓ | |
| Self-starter, able to work independently and as part of a team | ✓ | |
| Ability to make and articulate clear decisions | ✓ | |
| Critical thinking and problem-solving skills | ✓ | |
| Other requirements | | |
| Pro choice | ✓ | |
| Commitment to equal opportunities. | ✓ | |

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| A commitment to the ALM programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights | ✓ | |
| Fluency in written and spoken English | ✓ | |
| Fluency in written and spoken French will be an added advantage | | ✓ |
| Right to live and work in Kenya | ✓ | |