



JOB DESCRIPTION & PERSON
SPECIFICATION

**SAFEGUARDING SENIOR
TECHNICAL EXPERT**
Fixed-Term Contract

Social Development Direct
October 2020

Job Description and Person Specification: Safeguarding Senior Technical Expert (Fixed Term Contract, covering parental leave)

We are seeking candidates with a strong background in safeguarding, with a focus on gender equality and inclusion to join our team at SDDirect.

Department:	Technical Team
Location:	Central London, with possible international travel
Reports to:	Senior Consultant
Appointment term:	One-year contract to cover parental leave, with possibility for extension (we are open to negotiate whether it is part time or full time)
Salary:	Competitive package in line with experience
Specific requirements:	You must be eligible to work in the UK and able to travel internationally.
Closing Date:	13 November 2020, 23:30pm GMT. Interviews will be held in late November.

Social Development Direct (SDDirect) is a leading provider of high-quality, innovative social development expertise, consultancy and research services. As a medium-sized, specialist firm, we offer in-depth thematic expertise in safeguarding and gender-based violence; governance and inclusive services; security, justice & peace-building; and inclusive economic empowerment.

We have a strong track record, over 20 years, of providing high quality services that include technical advice and support, research, development assistance programme design, delivery and management, monitoring and evaluation. Our clients are leading international development agencies, international NGOs and Foundations. Read more about us and our work at: www.sddirect.org.uk.

We are a wholly owned subsidiary of Plan International UK, a leader in gender-based programming for children.

To apply

If you are interested in joining our dynamic team, please email your tailored CV with a cover letter by email to jobs@sddirect.org.uk by **Friday 13 November 2020, 23:30pm GMT**. We will be reviewing these on a rolling basis. Please use this email subject line: '**Safeguarding Senior Technical Expert**' – **Your Name**.

Your CV and cover letter should be tailored for this job application and should clearly demonstrate how you fit the person specification outlined below, and why you are applying for this role. The CV should be no longer than 3 pages, and the cover letter no longer than 1 page. In your cover letter, please also clearly specify:

- Your ability to travel overseas
- The names of two referees who may be contacted

Interviews will be held in November 2020. SDDirect strives to be an inclusive organisation. Please let us know if you would require any assistance in order to attend the interview, which will be held virtually via Skype, Zoom or Teams.

Due to the high volume of applications, we are only able to respond to shortlisted candidates.

Overview of the Safeguarding Resource and Support Hub (RSH): RSH aims to support organisations in the aid sector to strengthen their safeguarding policy and practice against Sexual Exploitation, Abuse and Sexual Harassment (SEAH). Read more about the RSH and our work at: www.safeguardingsupporthub.org

The RSH is funded by the UK Foreign, Commonwealth & Development Office (FCDO). It is delivered by a consortium, led by Options, with Social Development Direct as technical and delivery lead. The contract started in December 2019 and will last for two years with an option to extend for a further two years.

Overall purpose of the role

The Safeguarding role will provide cover for a period of one year from January 2021 to January 2022, with the possibility of extension.

This full-time position will spend 50% of the time as **Capacity Development and Helpdesk Lead** on the Safeguarding Resource and Support Hub. For the rest of the time, they will play a key role in a senior staff consultant position with the SDDirect Technical Team delivering technical work across our safeguarding portfolio and beyond. This will include desk-based and in-country work, such as undertaking evidence reviews and supporting programme design.

Main duties and responsibilities

Safeguarding Resource & Support Hub

Helpdesk tasks

- Manage the helpdesk including liaison with RSH Senior Responsible Officer to raise awareness of the helpdesk and support the development of new queries
- Deliver new helpdesk queries or resource them as appropriate
- Provide quality assurance of queries together with the Senior Technical Advisor (STA) where these have been outsourced.
- Support the development of, or commission, spin off products for each RSH query that is completed.
- Work with relevant colleagues to make sure helpdesk reports and spin off products are translated as necessary.

Resource library

- On a daily basis keep the resource library fully up to date including staying on top of new publications and resources. This involves liaising with colleagues working on stakeholder engagement and subscribing to and reviewing relevant newsletters and websites.
- Conduct a quarterly in-depth review of new resources to be uploaded to the resource library in line with the RSH protocol for updating the online platform.
- Quality assure, code and summarise all new resources and share these with the Online Content Lead for uploading to the website.
- Conduct annual gap analysis to understand where key resource gaps are.
- Commission or develop new resources to fill existing resource gaps in close collaboration with other colleagues such as the evidence leads, STA, etc.

- Support the development of resource libraries in multiple languages, and commission translations of resources where needed to fill gaps.

Supporting national hubs

- Provide support on capacity development issues in relation to the development of country assessments.
- Provide support on capacity development to national hubs in relation to resource library, stakeholder engagement and other activities as and when necessary.

Other tasks

- Work closely with the capacity development leads to ensure capacity development plan objectives are met
- Participate in team meetings and key working groups
- Work with the online content lead to make sure the hub continues to stay relevant

SDDirect Other technical support

- Provide high quality safeguarding services to a range of clients (including government departments (e.g. FCDO and other UK Departments), international agencies, non-governmental organisations, foundations and consultancy partners
- Contribute to positive relationships and collaboration with clients and partners
- Support the growth of SDDirect’s safeguarding portfolio of work through providing technical input and content for relevant expressions of interest, bids and research proposals to prospective clients.
- Represent SDDirect and its work as needed at meetings and events.
- Support the development of SDDirect’s safeguarding body of knowledge and practice, strategic thinking, intellectual leadership and planning, staying abreast of current thinking methodologies and good practice in the field.
- Support in the delivery of other SDDirect projects across other portfolios (e.g. Gender Based Violence, Inclusive Economic Development, etc.) as needed and depending on availability.

This is not an exhaustive list as duties may vary from time to time in consultation with the post-holder.

PERSON SPECIFICATION

This is an exciting post in an organisation with an international reputation for excellence. In order to meet this challenge, you will need to demonstrate the following experience, skills and attributes:

Essential:	<ul style="list-style-type: none"> • A university degree in a relevant discipline (e.g. international development, economics, politics, political economy, human rights, public administration, public policy, sociology, gender studies, peace & conflict studies, etc.) or equivalent • Relevant experience (at least 10 years with some international/overseas experience) related to safeguarding in developing countries, working with multilateral, bilateral or non-governmental development organisations
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	<ul style="list-style-type: none"> • Strong understanding of safeguarding, gender equality and social inclusion issues • Experience in implementing international development contracts on behalf of a multilateral, bilateral, foundation or NGO • Experience in providing capacity development support • Experience in research and knowledge management • Excellent written, verbal and presentational skills and an ability to communicate complex ideas to a range of audiences • Excellent interpersonal and communication skills • Strong organisational skills, attention to detail and ability to meet deadlines • Demonstrated analytical skills • A clear commitment to human rights, gender equality and social justice • A self-starter and strong team player • Fluency in written and spoken English • Ability to travel internationally and to work legally in the UK
<p>Desirable:</p>	<ul style="list-style-type: none"> • Relevant skills and experience working in one or more of the following thematic areas: <ul style="list-style-type: none"> ○ Inclusive economic development (including women’s economic empowerment) ○ Governance and inclusive services ○ Security, justice and peace-building ○ Gender-Based Violence • Bid-writing and proposal development experience for consultancy/research opportunities and tenders • Experience of working in a consultancy role or as an employee of a donor agency, development finance institution, international NGO, development research body or multilateral development organisation • Experience of working in the Sub-Saharan Africa, Middle East/North Africa and/or South Asia • Good public speaking, networking and representational skills • Group and process facilitation skills • Fluency in other languages spoken in Sub-Saharan Africa, Middle East/North Africa and/or South Asia • People and event management skills/experience