

OXFAM IN THE PACIFIC

SAFEGUARDING COORDINATOR

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

SAFEGUARDING COORDINATOR

JOB DESCRIPTION

Reporting to	People and Culture Lead
Location	Flexible – to be based where one of the Oxfam in the Pacific officers are located in the region (Fiji, PNG, Solomon Islands or Vanuatu)
Staff reporting to this post	N/A
Total Workforce	Approximately 100 across the region
Job Grade	D1
Position Title	Safeguarding Coordinator
Job Family	Human Resources

Shaping a stronger Oxfam for people living in poverty

Job Purpose

Reporting to the People and Culture Lead, the Safeguarding Coordinator plays a key role in providing oversight, leadership, technical expertise, and guidance on Safeguarding for Oxfam in the Pacific. The position is responsible for strengthening individual and organisational capacity of Oxfam in the Pacific and its partners to prevent sexual harassment, exploitation and abuse and to create safe programming and working environment in all Oxfam programme. The Safeguarding Coordinator will thus play an essential part in promoting good practice, managing safeguarding risks and helping the organization reach the highest safeguarding standards by our staff, volunteers, partners, related personnel, and contractors, as well as for the program participants and communities where we work.

The role sits within the Strategy Operations and Culture (SOC) division under People and Culture.

Context

Oxfam is a global aid and development organisation that mobilises the power of people against poverty working through staff and local partner organisations across the Pacific to combat gender, economic and climate injustice, including in situations of crisis. Oxfam in the Pacific works to support the following countries in the region: Papua New Guinea, Vanuatu, Solomon Islands, Fiji, and the Polynesia/Micronesia country cluster comprising of Samoa, Tonga, Tuvalu, Cook Islands, Niue, Kiribati, Palau, Nauru, the Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI) (Micronesia). Country teams operate with a mix of direct implementation and via partners, the goal being to increase strategic partnerships where appropriate.

Our work is guided by Oxfam's global values and by Pacific values and culture including openness, flexibility, respect, equity, justice, solidarity, collaboration, sharing and humility. We also value local ownership and leadership of change processes.

Technical Advice and Support

Receive safeguarding concerns/reports and support response

- Act as a central person of contact for safeguarding queries. Sensitively receive safeguarding complaints and related information, and report these concerns, in accordance with OiP SOPs, to the People and Culture Lead.
- Facilitate referral of survivor(s) for immediate, professional assistance, and keep complainant(s)/survivor(s) informed of case progress in case of investigations, as appropriate.
- Maintain overview of and ensure documentation of referral pathways for each country in region.
- Where appropriate, and as requested by OiP People and Culture Lead, provide logistical or other support during safeguarding queries and investigations.
- Engage externally with partners and related personnel to ensure and promote safeguarding best practice
- Support the Country Teams to embed safeguarding throughout the team's work, including programmes
- Engage with relevant teams to promote and ensure safeguarding is properly resourced
- Oversee case management of safeguarding within OiP and ensure Oxfam policies and procedures in relation to safeguarding are followed and implemented.

Support OIP Leadership to embed strong safeguarding culture and practices

- Develop OIP safeguarding workplan for approval by leadership team
- Coordinate with and support Safeguarding Focal Points in OIP country locations.
- Provide regular reports and revisions to work plans on safeguarding activities, incorporating feedback on progress, lessons learnt, gaps and possible mitigation in a timely manner.
- Conduct or contribute to periodic assessments of implementation of One Oxfam safeguarding policies and practices in OIP and suggest improvements to senior management.
- Maintain good safeguarding file management including ensuring relevant documentation is available on OIP Safeguarding files on Box.
- Undertake, or support teams to undertake safeguarding risk assessments and monitoring, including through consultations with partners or communities, in a safe, timely and effective manner and support implementation of risk mitigation and safe programming plans.
- Work with other relevant teams across Programs Impact and Partnerships and Strategy Operations and Culture, such as MEL, gender justice, communications, programs on integrating safeguarding into all aspects of OiP's work.

Raise awareness about OiP policies, procedures and core standards regarding sexual exploitation, sexual abuse and child abuse

- Conduct awareness raising sessions on safeguarding policies and procedures, complaints mechanisms and process, roles and responsibilities of OiP staff in safeguarding.
- In collaboration with OiP People and Culture, conduct safeguarding awareness training (e.g. on how to recognise and report harassment and SEA) and induction for all new staff, and refresher trainings for all staff on a regular basis.
- Support provision of safeguarding training and awareness raising sessions for staff of partner organizations, suppliers and contractors.
- Facilitate and support awareness-raising with partners, and with program participants/communities where appropriate, on safeguarding and the standards of conduct expected of OiP staff or representatives, and the various complaints mechanisms for raising Safeguarding allegations or concerns.
- Maintain and disseminate safeguarding reporting flowcharts and information, including the contact details of who to raise concerns to.
- Work with People and Culture and other relevant personnel (on Safeguarding related aspects, including ensuring that all personnel sign the code of conduct and that screening for past Safeguarding violations is a regular part of the recruitment process).

Promoting best practice, including in an inter-agency context

- Pro-actively link with and learn from safeguarding staff in other organisations in region.
- Coordinate OiPs participation in safeguarding activities with other relevant organizations, including in inter-agency initiatives, and represent OiP at PSEA/Safeguarding networks, GBV Sub-cluster and/or Protection cluster/Network meetings, or work with other organizations to form local PSEA/Safeguarding and GBV networks;

The Safeguarding Coordinator can expect that, once they have raised concern about any risks, they face because of carrying out their duties, the and OIP Management Team and OAU Safeguarding Lead will act as allies, will provide support, and will put in place risk mitigation measures.

Capacity Building and Safe Programming

- Lead on the development and implementation of safeguarding Induction and training and in creating continuous awareness of staff, partners and key stakeholders.
- Lead on working with partners to understand and assess support required to ensure partners have systems, policies and mechanisms in place to prevent and response sexual harassment, exploitation and abuse.
- Work with project managers and the Program strategy and impact team in ensuring all programming is safe for people to engage with, integrating gender, accountability and safeguarding issues in the theory

of change, specific resources and activities, and monitoring implementation to make sure it becomes a reality.

- Assist People and Culture department create and maintain information on local referral pathways for survivors (to include medical, psychosocial, legal, security).
- Conduct/co-ordinate/contribute to PSEA training activities in collaboration with Regional SG Adviser and EAs, engaging other Affiliates and stakeholders.
- Ensure SGFPs are trained online and f2f, thereafter, leading a community of practice for continuous learning.
- Ensure that the Program Minimum Standards as they relate to SG are implemented, reviewed, and reported against.
- Provide technical support to Programs staff on best practice SG at project design phase, including the development of SG Community Feedback and Complaints mechanisms.
- Provide training to Programs staff on how to conduct SG risk assessments and mitigations.

Policy and Compliance

- Ensure One Oxfam Safeguarding core standards are implemented across OiP to ensure compliance to Oxfam global standards.
- Responsible for the development of organisational policy on all matters relating to safeguarding with the guidance of the Associate Director- Strategy Operations and Culture (ADSOC).
- Guide Incident Management Panel in the investigation process ensuring the panel understands their roles and responsibilities.
- Ensure confidentiality and timely case reporting, investigations, and management within OiP and Oxfam global where required.
- Work collaboratively with People and Culture to ensure due process is followed and implementation of action items following case closure.
- Keep Executive Leadership Team abreast of any development and ensure proper advice and guidance is accorded to ELT as and when required in relation to Safeguarding.
- Liaise closely with external investigators where required including collaborating with Risk and Management team to ensure proper implementation and case management.
- Maintain appropriate records and ensuring they are up to date. Savvy with on-line applications such as Box, Wrike, etc. to support work.

Representation and Relationships

- May be expected to represent Oxfam in industry or professional networks.
- Support the representation on key committees as and when required.

Child Safeguarding

As an agency undertaking work both nationally and internationally and in humanitarian responses, Oxfam takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OiP are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and Social Media User Policy.

- This role requires work in communities or schools (overseas and domestic) on a regular basis.
- This role requires Oxfam representation when occasionally visiting the field (overseas and domestic).
- This role requires access to information relating to children.
- This role involves making decisions which may affect children, including volunteers and other supporters under the age of 18

Other

- Eager and required to adhere to Oxfam's principles and values as well as the promotion of gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

Job Requirements

Key Skills, Experience & Knowledge

Essential

- Relevant qualification in a safeguarding related field (such as gender-based violence, social work etc) and/or extensive experience in preventing, detecting, and responding to sexual abuse and exploitation matters.
- A minimum of five years progressively responsible leadership experience in similar position with a proven track record in dealing with investigations and responses, especially misconduct cases and in how to approach different legal contexts.
- Proven track record in designing and managing frameworks to strengthen organizations' value-based culture, like enhancing ethical leadership or activating behavioral shifts towards organizational values.
- High degree of organizational ability, working well under pressure, able to handle emotionally challenging situations, with high level of accuracy and ability to understand complex areas of work.

- Knowledge of and experience in the application of gender justice, women's rights and diversity perspectives in their area of work.
- Strong understanding of power relations and the ability to engage with people from diverse backgrounds.
- Ability to work virtually with teams around the world and able and willing to travel globally, including fragile countries and at short notice.
- Experience of working with and reporting to governance groups
- Knowledge or experience with working in a matrix management environment

Key Attributes:

- Ability to maintain confidentiality and discretion working with sensitive information including staff personal information.
- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

Organisational Values:

Our work is guided by Oxfam's global values and by Pacific values and culture including openness, flexibility, respect, equity, justice, solidarity, collaboration, sharing and humility. We also value local ownership and leadership of change processes.

Oxfam's Global Values:

- Equality – We believe everyone has the right to be treated fairly and to have the same rights and opportunities.
- Empowerment- We acknowledge and seek to expand people's agency over their lives and the decisions that impact them.
- Solidarity – We join hands, support and collaborate across boundaries in working towards a just and sustainable world.
- Inclusiveness – We embrace diversity and difference and value the perspectives and contributions of all people and communities in their fight against poverty and injustice.
- Accountability – We take responsibility for our actions and inactions and hold ourselves accountable to the people we work with and for.
- Courage- We speak truth to power and act with conviction on the justice of our causes

TRAVEL:

Some international travel (up to 4 weeks per year) may be required of the position. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol

Key Behavioral Competencies (based on Oxfam's Leadership Model)

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support.