



## Congregation of Our Lady of Charity of the Good Shepherd

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### Vacancy Announcement

#### Child Safeguarding Coordinator

Location:	Italy, Rome
Hours:	Full time
Duration:	1 year (renewable)
Accountable to:	Congregational Child Safeguarding Advisor
International travels:	To be determined
Salary:	Commensurate to experience
Deadline for applications:	3 <sup>rd</sup> November 2019

*Our Lady of Charity of the Good Shepherd is a congregation of women religious in the Catholic Church, with a mission to promote the dignity and integral development of every person. For close to four hundred years, Our Lady of Charity of the Good Shepherd has provided services to protect, care and empower girls, women and children who have faced conditions of violence, discrimination, poverty and other forms of social exclusion and personal vulnerability.*

*The Congregation currently operates ministries for girls, women and children in 70+ countries through its local Units. In all of its ministries the Congregation is committed to ensuring that each child enjoys the benefits of a protective environment in which her rights are respected. For this reason, the Congregational Leadership Team has recently adopted a Child Safeguarding Policy that is consistent with the highest international standards. Every Unit, every ministry, every community affiliated with the Congregation is required to comply with this Policy. The Congregational Leadership Team will lead and support the effective implementation of this Policy to ensure that the Congregation at all levels has put in place all safeguards and systems to prevent and report any harm caused to children.*

*To fulfil such goal, the Congregational Leadership Team has decided to form a Child Safeguarding Committee based at the Generalate of the Congregation in Rome and to hire a Child Safeguarding Coordinator.*

#### **Purpose of the role:**

The Child Safeguarding (CS) Coordinator will be a global coordinator for all matters related to child safeguarding with all the Units of the Congregation. The CS Coordinator will support the CS Committee and will liaise with the different Units working with the local Child Safeguarding Focal Points.

#### **Duties and responsibilities:**

##### **Manage referrals**

- To act as single point of contact for local CS focal points and receive any reports from units and partner organizations;
- To refer cases of suspected child abuse allegations and concerns to the Congregation CS Committee and as required to the local authorities;
- To support staff and representatives at the Congregation level who make referrals to the Congregation's CS Committee and the local authority when required;
- To ensure that all child abuse allegations and reports are logged and stored safely within the Congregation's Administrative Office in Rome and only designated people within the CS Committee have access to sensitive information;

- To be the central point of contact for internal and external individuals and agencies with any concern or child abuse allegations.

### **Stakeholder management**

- To liaise with the Congregation CS Committee to inform of any ongoing child abuse allegations and concerns;
- To liaise with the Regional CS Focal Point or the designated person in charge of the child safeguarding concerns and allegations, this can be against the Congregation representative, or an outsider;
- To act as a source of support, general advice on sharing resources and good practices;
- To work closely with the Congregation's Child Safeguarding Advisor on coordinating the overall CS implementation plans.

### **Raise Awareness**

- To ensure that the Congregation's CS policy and procedures statement of commitments are available through all Units and partnership organizations
- To coordinate the CS Committee's quarterly meetings including agendas, minutes of the meetings and any follow up actions;
- To ensure that the Congregation's CS Committee undertakes the annual review of the CS policy and procedures and that the implementation plans are updated and reviewed regularly;
- To be the link between all regional CS Focal Points and make sure that they are all aware of any upcoming training opportunities and the latest local policies on local safeguarding arrangements when required;
- To communicate internally and externally regarding all matters related to child safeguarding;
- To advise on the Congregation's training needs and the development of its training strategy after the roll out of the CS policy and procedures;
- To ensure CS responsibilities are met and maintained.

### **Skills and abilities**

#### **Required:**

- Excellent spoken and written English is essential, including good writing and editing skills.
- Excellent communication and influencing skills
- Familiarity with Child Safeguarding and child protection topics
- Administration and systems (records) management skills
- Stakeholder management experience
- Knowledge of international development
- Ability to work with conflict and emotionally distressing matters.

#### **Desirable:**

- An advanced university degree in social work, law, human/child rights or a related field is desirable (or demonstrable equivalent experience with a clear commitment to continued professional development in the field of child safeguarding).
- Working knowledge of Spanish and French;
- Experience in project management, communications and knowledge management.

### **Required Core Values**

- Mission orientation and strong commitment towards social justice and children's rights;
- High integrity, honesty and confidentiality;
- Ability to deal tactfully and discreetly with situations, people and information;
- Willingness to work in inclusive and multi-cultural environments;
- High degree of flexibility and adaptability to different contexts.

### **How to apply**

To apply for this position please send an email to [recruitment@gssweb.org](mailto:recruitment@gssweb.org) by **3<sup>rd</sup> November 2019** including **the following:**

1. A cover letter describing the candidate's desire and motivation to work for the Congregation and how her/his qualifications and experience are a good fit for this position;
2. Curriculum Vitae (CV) in English, including three (3) professional references with contact information, phone and email address.

A range of pre-employment checks will be undertaken to ensure that the candidate complies with the Congregational Child Safeguarding Policy.

**Please note that this position is only open to candidates who possess legal authorizations to work in the European Union.**

Contract is for one year, renewable with an initial probationary period of 3 months.

**Consideration of candidates and interviews will begin immediately and continue until the position is filled. Only candidates on the shortlist will be contacted.**