



Misconduct Disclosure Scheme Coordinator – Terms of reference – 3 Months Maternity Cover

Promotes and supports the implementation of the *Inter-Agency Scheme for the Disclosure of Safeguarding-related Misconduct in Recruitment Processes within the Humanitarian and Development Sector*

Updated March 2023

Background

The Inter-Agency Scheme for the Disclosure of Safeguarding-related Misconduct in Recruitment Processes within the Humanitarian and Development Sector (“the Scheme”) has been developed in 2018 and launched in 2019.

Based on a request from the current Implementing Organisations and considering the rapidly growing number of organisations interested in the Scheme, SCHR has agreed that it’s necessary to allow for a full-time role of Scheme’s coordinator, serving as a resource to assist interested organisations to fully and systematically implement the scheme, support the governance processes, coordinate the sign up of new Implementing Organisations and promote the Scheme.

Role, accountability and funding

This position is currently open for 3 month (from June to August 2023). It is funded by FCDO and hosted by the CHS Alliance, while line managed by the SCHR Executive Secretary.

The coordinator works in close collaboration with, and reports to, SCHR’s Executive Secretary, who provides direction, support and guidance, as necessary. She/he will also be accountable to the CHS alliance as per the host agreement and supports their wider efforts on prevention of sexual exploitation, abuse and harassment.

Objectives and activities

Promote the Scheme and support its implementation by carrying out the following activities:

- Compile, analyse and share learnings, including by developing, updating and disseminating FAQs, guidance and other relevant web-based materials;
- Provide technical explanations and outreach to relevant organisations and networks to encourage them to implement the Scheme with a strong understanding of the commitments they are taking on by doing so;
- Seek and collect feedback and identify challenges and opportunities to improve the Scheme and work with SCHR’s Executive Secretary, Chair and the Scheme Advisory Panel to address these;
- Seek out and respond to organisations’ queries about the Scheme and its implementation;
- Initiate, enable and facilitate cross-organisational exchange and learning in support of Scheme endorsement and implementation;
- Coordinate the Scheme’s governance processes by supporting the Advisory Panel in its work;

- Support new Implementing Organisations with preparatory work;
- Actively promote the Scheme and seek new signatories by reaching out to targeted organisations, providing 1:1 calls, webinars and presentation and actively identifying new opportunities to do so;
- Act as a resource to assist existing Implementing Organisations by championing the Scheme, supporting development of communications materials, briefs and notes for internal stakeholders, collating and sharing experiences and best practice;
- Provide administrative support by managing the website, supporting annual reporting process, updating the Scheme's registry and undertaking other tasks as requested;
- Secure legal advice to ensure continuing legal certainty as legal frameworks develop.
- Seek a growing wider range of Implementing Organisations (including donors) to implement and provide moral and political support to the Scheme and its objectives.
- Support SCHR and CHS Alliance's Programme Team in wider PSEAH work and other relevant programmatic areas.

Competencies, skills and experience

- Demonstrated understanding of the complexities and realities of Prevention of Sexual Exploitation and abuse at an organisational and operational level, including awareness of gender, culture, policy and systems in effective prevention and protection.
- Demonstrated experience of humanitarian sector recruitment processes at an institutional or management level, including ideally in a large confederated NGO and/or UN agency.
- An understanding of internal politics, power and decision making within the aid sector, and how they impact on effective implementation of Prevention of Sexual Exploitation and abuse policies and procedures
- An awareness of the range of different actors (including INGOs, LNGOS, Donors, Affected State Governments, Private Sector actors and UN agencies) working in humanitarian and aid environments, and how they interrelate.
- Excellent analytical, communication, listening and facilitation skills.
- Self-motivated, adaptable and flexible
- A strong commitment to gender and diversity
- Customer-oriented.
- Experience in marketing with special focus on social media management (desirable)
- Experience in developing and delivering communication strategy (desirable)
- Experience working on organisational culture change/change management (desirable)

This role is a 3-month maternity cover, from 1st June to 31 August 2023.

We are looking for a consultant registered in their country as self-trade/independent worker. Role is home-based with travels to Geneva and/or London as required.