



# Safeguarding Assistant

## Terms of Reference

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### Overview

The Safeguarding Assistant will support the Safeguarding Manager in identifying and addressing potential risks and concerns related to the well-being and safety of program participants, employees, and vulnerable individuals, including those with disabilities, at HER Labs. This role is essential for ensuring that safeguarding policies and procedures are adhered to, protecting at-risk individuals and promoting their welfare.

Reporting to the Safeguarding Manager, the Safeguarding Assistant will be employed remotely through Circle Group Limited and will also provide support to site partners.

### Key Responsibilities

#### Safeguarding Coordination

- **Risk Identification:** Assist in identifying potential safeguarding risks and concerns within the organization and specifically at HER Lab.
- **Incident Reporting:** Receive and document safeguarding incidents or concerns reported by staff, program participants, or other stakeholders.
- **Documentation:** Maintain accurate records and documentation related to safeguarding incidents, investigations, and outcomes.
- **Monitoring and Evaluation:** Support monitoring and evaluation activities related to safeguarding practices to ensure compliance with policies and procedures.

#### Collaboration and Communication

- **Internal Collaboration:** Work closely with HR, program managers, and other relevant stakeholders to address safeguarding concerns effectively.
- **External Engagement:** Liaise with external partners, agencies, or authorities as necessary for safeguarding-related matters.
- **Training Support:** Assist in organizing and facilitating safeguarding training sessions for HER Lab participants, staff and stakeholders.



## Policy and Procedure Compliance

- **Policy Implementation:** Ensure adherence to safeguarding policies and procedures across the organization.
- **Policy Development:** Contribute to the development and review of safeguarding policies and procedures based on best practices and regulatory requirements.
- **Awareness Promotion:** Promote awareness of safeguarding policies and procedures among HER Lab participants, staff and stakeholders.

## Support to Vulnerable Individuals

- **Support Measures:** Assist in implementing support measures for vulnerable individuals, including referrals to appropriate services or resources.
- **Follow-up:** Follow up on cases involving vulnerable individuals to ensure their ongoing safety and well-being.

## Reporting and Documentation

- **Reporting:** Prepare regular reports on safeguarding activities, incidents, and outcomes for management and stakeholders.
- **Data Management:** Maintain confidentiality and accuracy in safeguarding data management and reporting.

## Continuous Improvement

- **Quality Assurance:** Support continuous improvement initiatives related to safeguarding practices.
- **Feedback Mechanisms:** Assist in establishing feedback mechanisms for stakeholders to report safeguarding concerns or provide input on improvements.

## Core Competencies

- **Safeguarding Knowledge:** Understanding of safeguarding principles, policies, and practices.
- **Communication Skills:** Excellent verbal and written communication skills.
- **Collaboration:** Ability to work collaboratively with internal and external stakeholders.
- **Problem-Solving:** Strong analytical and problem-solving skills.
- **Organizational Skills:** High level of organization and attention to detail.



- **Ethical Awareness:** Demonstrates integrity and ethical awareness in handling sensitive information.
- **Cultural Sensitivity:** Respect for diverse cultural backgrounds and perspectives.

#### Knowledge, Education, and Experience Required

- **Education:** Bachelor's degree in Social Work, Psychology, Human Rights, or a related field.
- **Experience:** Minimum of 2 years of experience in a safeguarding or related role, preferably in a nonprofit organization or humanitarian context.
- **Training:** Training in safeguarding, child protection, or related fields is an advantage.
- **Language Skills:** Proficiency in English; knowledge of other languages spoken in the region is an asset.

#### How to apply

If you are committed to safeguarding vulnerable individuals and ensuring their well-being, we encourage you to apply [here](#).