

## Terms of Reference

<b>Position Title:</b>	Safeguarding Consultant
<b>Department:</b>	Pass It Back Regional Office
<b>Location:</b>	TBC; South-East Asia
<b>Reports to:</b>	Pass It Back Director, ChildFund Australia
<b>Employment Status:</b>	Consultancy

### CONTEXT

Pass It Back is an innovative Sport for Development program using Get Into Rugby, a World Rugby program to grow the Game globally, to equip children and young people in Asia to overcome challenges, inspire positive social change and 'pass it back' to their communities. The program gets children and youth to Try, Play and Stay in the Game as part of the Impact Beyond Rugby World Cup 2019 strategy, which will increase awareness and sustainable growth of rugby in Asia. Pass It Back delivers an integrated life-skills and rugby curriculum in a safe environment that promotes the values of the Game and builds a new generation of leaders in disadvantaged communities across Asia.

The program is currently implemented by 3 partner organisations, led by ChildFund:

#### 1) ChildFund:

Pass It Back is led by ChildFund Australia ([www.childfund.org.au](http://www.childfund.org.au)), an independent and non-religious international development organisation that works to reduce poverty for children in the developing world. ChildFund Australia is a member of the ChildFund Alliance ([www.childfundalliance.org](http://www.childfundalliance.org)) – a global network of 12 organisations which assists more than 15 million children and families in 58 countries around the world. ChildFund Australia and ChildFund Japan ([www.childfund.or.jp](http://www.childfund.or.jp)), two members of the ChildFund Alliance, are working closely together to develop Pass It Back to its full potential.

#### 2) Women Win

Women Win ([www.womenwin.org](http://www.womenwin.org)) is a global leader in girls' empowerment through sport that leverages the power of play to help girls build leadership and become better equipped to exercise their rights. Since 2007, Women Win has impacted the lives of over 1.24 million adolescent girls in over 100 countries. This has been made possible by collaborations with a wide variety of grassroots women's organisations, corporates, development organisations, sport bodies and government agencies.

#### 3) Asia Rugby (Formally known as ARFU)

In 1968, the Asia Rugby Football Union (ARFU) was founded with eight members: Sri Lanka, Chinese Taipei, Hong Kong, Japan, Korea, Malaysia, Singapore and Thailand. Asia Rugby ([www.asiarugby.com](http://www.asiarugby.com)), as it is now known, is the Regional Association of World Rugby, the global governing body for rugby union. Asia Rugby currently comprises 31 members. One of its primary goals is to grow and develop the game across the whole continent; and this very much includes the involvement of young women and girls. Another key goal is to ensure an enduring legacy for the 2019 Rugby World Cup in Japan, which will be the first time this competition (the 3rd largest sporting event in the world) has been hosted in Asia.

## **JOB PURPOSE AND REPORTING STRUCTURE**

The Consultant reports to and works with the Pass It Back Director to ensure that a regional safeguarding project is implemented effectively.

The Consultant will work closely with implementing partners at the regional level and with National Governing Bodies (NGBs) that opt to participate in the project.

## **POSITION SUMMARY**

The Consultant will work to improve regional and national governing body (NGB) safeguarding practices in Asia, with a focus on the sport of rugby.

## **KEY AREAS OF RESPONSIBILITY**

This Consultant will support the Pass It Back program to:

### **1) Improve participating National Governing Body safeguarding practices to achieve defined minimum standards**

- Undertake and document safeguarding assessments with identified national partners;
- Support the development of safeguarding action plans for identified partners;
- Prepare an overall safeguarding snapshot at the regional level pre and post project;
- Establish an effective communication network of key partner staff/volunteers to ensure that information is shared to improve safeguarding practices;
- Lead in-country safeguarding support visits and training to support action plan goals for NGBs.

### **2) Improve regional governing body safeguarding capacity through supporting Asia Rugby's regional Training and Education team**

- Work with Asia Rugby to identify entry points for educators to deliver critical safeguarding content (with support) within existing training and education structures;
- Undertake and document a safeguarding assessment with the regional partner (Asia Rugby);
- Develop (based on existing tools) critical safeguarding training content to strengthen existing training and education systems based on identified needs;
- Co-deliver safeguarding training and up-skill Asia Rugby educators during establishment stages;
- Undertake quality control checks on content delivery and develop a simple assessment criteria to ensure delivery consistency.

### **3) Produce an evidence-based model for improving safeguarding in sport at the system level**

- Coordinate and participate in a project evaluation to assess the successes and challenges of the project;
- Produce a recommendations paper, highlighting good practices and lessons learnt, based on project implementation, to support safeguarding improvements at the system level in sport.

### **4) Provide technical assistance to the Pass It Back program**

- Provide technical input into the improvement of Pass It Back safeguarding training and education tools;
- Provide support for the delivery of Pass It Back safeguarding training and education tools at the curriculum implementation level;

- Support the development of additional safeguarding initiatives under the Pass It Back program and potentially, ChildFund's wider safeguarding in sport agenda.

This is a full-time consultancy position running from recruitment until the end of June, 2017.

## **TRAVEL REQUIREMENTS**

This position will require regular (at least quarterly) travel around the region to locations that will include Laos and Vietnam and other countries in South-East and South Asia.

## **REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS**

### **Core Competencies**

- Commitment to ChildFund Australia's values, vision and mission;
- Teamwork;
- Communication;
- Accountability and integrity; and
- Adaptability and flexibility.

### **Functional/Technical Competencies**

- Child safeguarding and protection systems understanding and experience;
- Strong relationship building skills;
- A firm understanding of safeguarding in practice, with practical knowledge of the International Safeguards on Children in Sport and advantage;
- Demonstrated project management experience, with government donor management and reporting experience preferred;
- Strong multimedia skills including photography and video;
- Strong IT skills and strong writing skills;
- Fluency in English, with relevant regional languages an advantage.

### **Qualifications and Experience**

- Experience working with national, regional or global bodies in developing contexts, with sports federations an advantage;
- Relevant experience in South and or South-East Asia;
- Experience working with children and young people;
- Relevant university qualification;
- Experience in low capacity environments;
- Organised and methodological;
- Demonstrated ability to adapt and be flexible;
- Child safeguarding and protection systems experience.

## **WORKING CONDITIONS AND OTHER ESSENTIAL REQUIREMENTS**

ChildFund will require the successful candidate to sign a child protection code of conduct; Commitment and adherence to ChildFund policies and procedures is required.

## **STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES**

The Consultant must cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

**APPLICATION INFORMATION**

Applications can be made by email only to [info@passitback.org](mailto:info@passitback.org); all other applications will be rejected. In addition, ChildFund will ONLY accept applications that include a CV and a cover letter that addresses the criteria above.

This is a recruitment primarily targeting individuals already in the region and is suitable for early to mid-level professionals. Please include your expected monthly consultancy rate in USD in your application.

*ChildFund is an equal opportunities employer and has a strict child protection policy. Background checks will be undertaken prior to any offer of employment, including a criminal check and the successful candidate will be required to sign a code of conduct. All candidates should provide two professional referees.*

The closing date for applications is the 12 August, 2016. Interviews are expected to be concluded by the end of August.

**Please note that funding for this position is pending confirmation.**