



JOB POSTING – Global Safeguarding Specialist

Organization:	Right To Play International
Department/Division:	People and Culture
Work Location:	One of Right To Play offices (<i>Burundi, Canada, Ethiopia, Ghana, Jordan, Lebanon, Mali, Mozambique, Pakistan, the Palestinian Territories, Rwanda, Senegal, Tanzania, Thailand, Uganda or United Kingdom</i>)
Work Arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department. Possibility of remote-working pending management approval.
Authorized to work in:	One of the 16 countries listed above
Target Hiring Range:	Local salary scale applies (Grade 8)
Target Start Date:	Immediate
Contract Duration:	Full-time, long-term engagement
Application Closing Date:	April 2, 2023 23:59 EDT

ABOUT US:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.



Phone: + 1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8
Street and Courier Address: 43 Front St E, Unit 200, Toronto, ON M5E 1B3



Website: righttoplay.com

ROLE SUMMARY:

Reporting to the Director, People and Culture, the Global Safeguarding Specialist will build upon the organization's existing safeguarding work to provide a best-in-class Safeguarding Program. You will provide strategic and systematic support to cross-functional teams across Right To Play (RTP), working with senior leadership, programs, communications, fundraising and support teams across RTP country offices and fundraising offices. You will serve as a Safeguarding champion across the organisation, helping us create a culture of safeguarding across all aspects of our work.

You will design and deliver safeguarding awareness and training sessions, both in-person and through our Learning Management System (LMS), to ensure all staff and volunteers understand RTP's safeguarding policies and procedures and the behaviours expected of them at all times. In partnership with program colleagues, you will support RTP to build safeguarding into program design, implementation and monitoring as well as our operational systems. Strengthening and extending our existing reporting systems will be an important aspect of the role, particularly where we are working with and through communities and partners. You will lead and/or guide investigations linked to safeguarding issues, ensuring excellence and maintaining a survivor-centered focus.

Drawing on relevant expertise and experience, ideally built in a diverse international context, you will foster a culture of shared responsibility for safeguarding. As a leader in sector, you will stay up to date on trends and innovations and continually update teams across RTP and improve our processes and systems to reflect them.

WHAT YOU'LL DO:

#1: Awareness – Training and Development (25% of Time):

- Owns and updates RTP's safeguarding and related workplace training content (online and in-person materials) and develops new training materials
- Trains Safeguarding Focal Points, ensures their Terms of Reference are properly integrated and supports them in their work
- Conducts in-person training of trainers and supports them to ensure all teams across RTP are appropriately trained
- Supports the development and implementation of training programmes for RTP partners
- Builds and promotes safeguarding capacity across People and Culture, Communications and Program Teams (global and country)
- Collaborates with external consultants to develop additional safeguarding resources as needed.
- Works with the RTP marketing and communications team to add relevant safeguarding content to internal communications
- Develops and disseminates Information Education and Communication (IEC) materials on safeguarding



#2: Prevention (20% of Time):

- Supports RTP background check rollout
 - Supports program and country teams to incorporate safeguarding protocols, risk assessments and mitigation plans into program design and implementation, including developing and updating tools and resources
 - Supports RTP's Marketing and Communications teams to ensure that our communications systems, processes and tools prevent harm to people who come into contact with us including updating consent forms
 - Supports the integration of safeguarding obligations and awareness with sub-grant partners, suppliers, contractors, consultants, etc.
 - Supports monitoring and evaluation teams to integrate safeguarding into their systems and processes
 - Supports operational teams to integrate and cross-reference safeguarding in recruitment, referencing, Information Technology (IT), finance, safety & security, procurement and grant management systems
-

#3: Reporting (20% of Time):

- Supports RTP's complaints response mechanisms, including monitoring a third-party whistleblower hotline (ClearView) and responding to open complaints
 - Refines and updates, as appropriate, RTP standard reporting procedures for staff and ensures all staff are aware of how to report any safeguarding concerns, both through the third-party hotline and structured internal reporting channels
 - Supports Country Teams to develop contextually-appropriate, safe reporting procedures for community members and partners
 - Ensures all RTP offices have appropriate, visible information on reporting processes
-

#4: Response (10% of Time):

- Develops and maintains RTP's response and investigation procedures maintaining a survivor-centered approach, aligning to industry standards and ensuring legal compliance
 - Serves as the investigation manager for all safeguarding related investigations, including assigning investigation teams, writing and reviewing TORs, interview documentation, outcome reports, and sharing recommendations with RTP's Ethics Committee; assist external investigations as needed, by providing counsel with relevant information and acting as a RTP liaison
 - Provides professional expertise to RTP's Global People & Culture teams, safeguarding Focal Points, impacted staff and managers, and to RTP's senior leadership, while maintaining strict confidentiality
 - Liaises with legal counsel to evaluate and advise RTP's leadership and Global People and Culture on country-specific investigation requirements, processes, and risk mitigation
 - Researches and develops new tools and resources to support survivors of sexual abuse, harassment, and exploitation, including survivors of gender-based violence
-



#5: Internal Tracking and Reporting (10% of Time):

- Maintains the Global safeguarding tracker, outlining the status of complaints received, and leads safeguarding meetings following an agreed frequency
- Develops a safeguarding risk matrix to help identify and proactively manage current and emerging safeguarding risks
- Prepares quarterly safeguarding summary reporting for RTP leadership
- In partnership with Global Partnerships Program, provides quality and timely responses to donor assessments and reviews grant proposals to ensure alignment on safeguarding reporting
- Develops measures to monitor the implementation of policies and procedures

#6: Supporting Decision-Making and Knowledge Sharing (10% of Time):

- Provides guidance to RTP leadership on navigating highly sensitive situations, including reporting safeguarding concerns to relevant parties
- Act as a Focal Point and member of RTP's Safeguarding Committee
- Promotes knowledge sharing, documentation, and dissemination to all RTP staff of existing safeguarding materials and best practices
- Continually assesses RTP's safeguarding program, identifies gaps in knowledge and recommends appropriate enhancements
- Shares resources and training on conducting investigations and international best practices, such as managing gender issues in the workplace

#7: Other Tasks as Assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in related subject
- Previous certifications and trainings in conducting investigations or related subjects

EXPERIENCE:

- 5 years of work experience in the INGO section and with 3 years of managing safeguarding policies and programming. Including experience in:
 - developing safeguarding resource materials, including training curriculum, guidance tools and best practice documents
 - conducting training, including training of trainers on safeguarding
 - leading sensitive internal investigations, including those related to Prevention of Sexual Exploitation Abuse and Harassment (PSEAH)
 - conducting background checks
 - working with systems
 - building safeguarding into programming



- communicating with donors and other external partners, including in written response to safeguarding related-inquiries and assessments

COMPETENCIES/PERSONAL ATTRIBUTES:

- Demonstrated ability to build and maintain positive strategic working relationships within a culturally and geographically diverse organization.
- Demonstrated ability to maintain a high level of confidentiality and to work with empathy and compassion
- Excellent communication and active listening, presentation and facilitation skills
- Highly proficient project management skills, with strong organizational skills and the ability to manage and prioritize workload
- Willingness to challenge current approaches and propose improvements
- Ability and willingness to travel from time to time

KNOWLEDGE/SKILLS:

- Comprehensive knowledge and understanding of Inter Agency Standing Committee's (IASC) 6 Core Principles and international standards and best practices related to safeguarding, PSEAH, and Gender Based Violence (GBV)
- Strong Microsoft Office skills and the ability to use technology to collaborate across a global organization
- Knowledge of principles and procedures for safe recruitment, selection and training

LANGUAGES:

- Fluency in spoken and written English

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Safeguarding Training (Certification)
- Fluency in spoken and written French

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits
- Flexible work arrangements (e.g. work from home and flex hours)
- Up to 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives





- Wellness programs
- Playful activities and events

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/115853-global-safeguarding-specialist/451644-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.



Phone: + 1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8
Street and Courier Address: 43 Front St E, Unit 200, Toronto, ON M5E 1B3



Website: righttoplay.com