



Save the Children
救助兒童會

ROLE SPECIFICATION

For the position of **ASSISTANT CHILD SAFEGUARDING PARTNERSHIPS MANAGER**

With **Save the Children HONG KONG**

WHO WE ARE

Save the Children is the world's leading independent organization for children. We believe every child deserves a future. In Hong Kong and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children, every day and in times of crisis, transforming their lives and the future we share.

Building on our 100 years' experience of bringing communities, civil society, governments, businesses and donors together, Save the Children ensures children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Save the Children Hong Kong is part of the Save the Children global movement, which is made up of 30 member organisations, operating in around 120 countries.

Are you passionate about helping children in Hong Kong and around the world? Join us in inspiring breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives!

ASSISTANT CHILD SAFEGUARDING PARTNERSHIPS MANAGER

SCOPE OF ROLE

Save the Children Hong Kong's Child Safeguarding Partnerships Service helps child-facing organisations in Hong Kong to ensure that the children they engage with are safe. We work with NGOs, schools and education centres, activity and sports centres, and other child-serving organisations to explore and integrate best practice child-safety standards to their operations and the local context. Through Training Programs, Policy Development Services, Webinars, and Community Information Sessions, we support organisations to strengthen their internal systems and their staff's capacity to prevent and respond to concerns about children's safety.

Child Safeguarding refers to the responsibility of an organisation and its staff to ensure that they do no harm to children. This includes the use of different measures, standards, and protocols to ensure that children are protected from any risks of, or actual, harm that may be caused by the organisation's representatives, programs, or processes.

As Save the Children Hong Kong expands our Child Safeguarding Services across Hong Kong, we are looking for a Cantonese-speaking facilitator to join our team on a full-time basis.

Reports to: CHILD SAFEGUARDING PARTNERSHIPS MANAGER

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

KEY AREAS OF ACCOUNTABILITY:

Design and deliver Child Safeguarding Services to Hong Kong clients:

- Become and maintain familiarity with Child Safeguarding, including Save the Children's Child Safeguarding approach, and the local child-safety climate through trainings, meetings, webinars, etc.
- Develop and deliver Child Safeguarding Services to client organisations in Hong Kong, in-person and online, adapting Serving materials to suit client needs and goals.
- Conduct assessments, and establish goals and expectations for clients participating in the Services.
- Manage and fulfil client expectations across Service deliveries and through follow-up correspondences, both in-person and online.
- Manage and maintain client relationships, exploring opportunities to offer continued support clients' Child Safeguarding goals can be recognised and realised.
- Support organisations, in-person and online, to develop action plans for sustainable success.
- Ensure a timely and effective Service experience for all participants, in-person and online.

Support enhancement and quality development of Child Safeguarding Services:

- Maintaining records of Service materials, Services delivered, and participant attendance, whether in-person or online.
- Gather feedback from participants on the quality and impact of Services.
- Collaborate with other Facilitators to run forums, share best practice, leverage experience, and provide ad-hoc support to participating organisations, in-person and online.
- Support design and development of promotional materials for Services.
- Review English - Cantonese translations of Service materials, including but not limited to: presentation decks, handouts, activity materials, evaluation forms and surveys, templates, and promotional materials.

QUALIFICATIONS AND EXPERIENCE

- University graduate, major in social sciences or related disciplines
- At least 3 years' experience in social service settings, working directly with children/families or working on services that impact children/families in Hong Kong is preferred
- Experience in stakeholder management (e.g. negotiating timelines, setting expectations, coordinating resources)
- Experience working in social work/welfare and with stakeholders from diverse backgrounds and cultures is an advantage
- Familiarity with NGO, educational, and/or sports networks in Hong Kong is an advantage
- Passionate in child and family welfare

SKILLS

- Experience in developing and delivering courses/trainings
- Excellent written and verbal communication skills in Cantonese
- Strong understanding of written and spoken English

- Proficiency in Microsoft suite (Excel, PowerPoint) and Zoom or other online meeting platforms
- Creative, proactive, and adaptable
- Organised, with strong attention to detail

COMPETENCY FRAMEWORK

Leading:

- Leading and inspiring others
- Delivering results
- Developing self and others

Thinking:

- Problem solving and decision making
- Innovating and Adapting
- Applying technical and professional expertise

Engaging:

- Working effectively with others
- Communicating with impact
- Networking

APPOINTMENT TERMS

This post is on a full time basis.

Don't miss the opportunity to have career success and fulfilment while you deliver change for children to attain the right to survival, protection, development and participation.

We need to keep children safe so our selection process, which includes background checks, reflects our commitment to the protection of children from abuse. Candidates at the final stage of recruitment process may be requested to undergo Sexual Conviction Record Check by the Hong Kong Police. If you refuse to undergo the check, we have the right not to consider your application.

Interested parties please send full resume, including your current & expect salary and date of availability to hkcareers@savethechildren.org. Personal data collected will be used for recruitment purpose only.