

JOB DESCRIPTION & PERSON SPECIFICATION



# Senior Technical Specialist - Safeguarding

June 2022

# Job Description and Person Specification

## Senior Technical Specialist - Safeguarding

### About the Role

The Senior Technical Specialist role sits within the technical team at SDDirect, a cutting edge and growing international social development organisation.

This is a senior-level role in one of the UK's leading international consultancy and research organisations in the field of social development.

This post provides high-level expertise and leadership in the field of safeguarding, one of SDDirect's core thematic areas of work, ensuring that the work of in-house staff and consultants is evidence-based and of a high quality, to support the continued growth of SDDirect in this technical area.

### About Us

Social Development Direct (SDDirect) is a leading provider of high-quality, innovative social development expertise, consultancy and research services. As a specialist firm, we offer in-depth thematic expertise in safeguarding; gender-based violence prevention and response; governance and inclusive societies; and inclusive economic empowerment, climate justice, digital, amongst others.

We have a strong track record, over 20 years, of providing high quality services that include technical advice and support, research, development assistance programme design, delivery and management, monitoring and evaluation. Our clients are leading international bilateral and multilateral development agencies, INGOs and Foundations. We are a medium-sized social enterprise, wholly owned by Plan International UK, with a global track record in over 50 countries. Read more about us and our work at: [www.sddirect.org.uk](http://www.sddirect.org.uk)

Please read on to learn more about the role and kind of applicants we are looking for.

### To apply

If you are interested in joining our dynamic team, please email your tailored CV with a cover letter by email to [jobs@sddirect.org.uk](mailto:jobs@sddirect.org.uk). We will be reviewing these on a rolling basis. Please use this email subject line: '**Safeguarding Senior Technical Specialist – Your Name**'. Please apply early as we will be reviewing applicants on a rolling basis. **This is a UK based role, please confirm your eligibility to work in the UK as part of your covering letter.**

Social Development Direct's organisational vision is a just and equal world founded on gender equality and social inclusion. Our mission is to provide excellence in social development to support policies, laws, social norms and institutions that advance social, economic and political

justice for all. We are committed to creating a safe, diverse, and inclusive workplace and **welcome people from marginalised and under-represented communities to apply.**

Due to the high volume of applications, we are only able to respond to shortlisted candidates.

## ROLE OVERVIEW

| 1 | Reports to:           | Technical Director or Deputy Technical Director  |
|---|-----------------------|--|
| 2 | Location:             | This is a UK based role. You must have eligibility to work in the UK.<br><br>Our London Head Office works on a hybrid basis – we are open to flexible working. |
| 3 | Travel:               | Limited  |
| 4 | Appointment term:     | Permanent  |
| 5 | Remuneration Package: | £47-£55,000 per annum (In line with experience)  |

## MAIN DUTIES AND RESPONSIBILITIES

- Support the development of SDDirect's growing safeguarding portfolio and proactively identify new opportunities and clients.
- Support the development of SDDirect's thinking on safeguarding and creating clear links to our work on GBV and inclusive public services.
- Provide strong technical skills and leadership to relevant SDDirect projects and team members to ensure implementation and delivery of safeguarding components within programmes.
- Directly work on various contracts in relation to safeguarding, including leading on safeguarding specific consultancies. This will entail developing client relationships, leadership of delivery teams and project management responsibilities.
- Contribute to providing safeguarding support to SDDirect's other portfolios (gender-based violence prevention and response; governance and inclusive societies; and inclusive economic empowerment, inclusive education), as appropriate.
- Undertake international and national travel on consultancy and assignments as needed.

- Support the implementation of SDDirect's policies on child protection, safeguarding and ethics, including pro-actively dealing with issues that may emerge in project and programme delivery.

Contribute to company marketing and promotional activities, including:

- Identifying and organising relevant opportunities and events to present our work
- Contributing to the marketing activities of the organisation
- Representing SDDirect and its work at meetings, conferences and events

### *Technical support*

- Provide technical support to a range of consultancy and research assignments
- Support project/programme management and delivery, including coordination, client liaison, and, in some cases, leadership of small consultant/researcher teams
- Support relationship management with a variety of clients including government departments (e.g., FCDO and other UK government departments), international agencies, non-governmental organisations, foundations, and consultancy partners
- Undertake international and national travel on consultancy and research assignments as may be needed
- Support quality assurance processes to ensure the delivery of products and services to clients at a high standard of professionalism
- Support compliance with SDDirect project management requirements, client specifications and contractual obligations – including timely reporting, recording of consultant inputs, contract budget monitoring, and use of the SDDirect online project management systems.

### *Business growth*

Support the growth of SDDirect's portfolio of work through:

- Active assistance in identifying and scoping out new clients and business opportunities;
- Participation in the review and assessment of potential business development and bidding prospects;
- Providing the Business Development Team with technical input and content for relevant expressions of interest, bids, and research proposals to prospective clients.

### *Representation, networking, and learning*

- Represent SDDirect and our work as needed at meetings and events

- Contribute to company profile, partnership-building, and knowledge-sharing through relevant networking activities
- Support the development of SDDirect's body of knowledge and practice, strategic thinking, intellectual leadership, and planning, staying abreast of current thinking methodologies and good practice in the field
- Provide coordination and implementation support as needed to SDDirect learning, knowledge-sharing and dialogue activities (internal and external)

*NB: This is not an exhaustive list of the duties required of the role and they may be adjusted from time to time in consultation with the post holder.*

**PERSON SPECIFICATION:** This is an exciting post in an organisation with an international reputation for excellence. You will need to demonstrate the following experience, skills, and attributes:

|                   |  |
|-------------------|--|
| <b>Essential:</b> | <ul style="list-style-type: none"> <li>• A university degree in a relevant discipline (e.g. international development, economics, politics, political economy, human rights, public administration, public policy, sociology, gender studies, peace &amp; conflict studies, etc.) or equivalent</li> <li>• Relevant experience (at least 7 years with some international/overseas experience) related to safeguarding in developing countries, working with multilateral, bilateral or non-governmental development organisations. Some of this experience can also come from related fields – such as gender-based violence work or child protection.</li> <li>• Strong understanding of safeguarding, gender equality and social inclusion issues</li> <li>• Experience in implementing international development contracts on behalf of a multilateral, bilateral, foundation or NGO</li> <li>• Experience in case handling and investigations</li> <li>• Excellent written, verbal and presentational skills and an ability to communicate complex ideas to a range of audiences</li> <li>• Excellent interpersonal and communication skills</li> <li>• Strong organisational skills, attention to detail and ability to meet deadlines</li> <li>• Demonstrated strategic thinking and rigorous analytical skills</li> <li>• A demonstrable commitment to human rights, gender equality and social justice</li> <li>• A strong team player with excellent leadership and interpersonal skills</li> <li>• Fluency in written and spoken English</li> <li>• Ability to travel internationally and to work legally in the UK</li> </ul> |
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**Desirable:**

- Relevant skills and experience working in one or more of the following thematic areas:
  - Inclusive economic development (including women's economic empowerment)
  - Governance and inclusive services
  - Security, justice and peace-building
  - Gender-Based Violence
- Bid-writing and proposal development experience for consultancy/research opportunities and tenders
- Experience of working in a consultancy role or as an employee of a donor agency, development finance institution, international NGO, development research body or multilateral development organisation
- Experience of working in the Sub-Saharan Africa, Middle East/North Africa and/or South Asia
- Good public speaking, networking and representational skills
- Group and process facilitation skills
- Fluency in other languages spoken in Sub-Saharan Africa, Middle East/North Africa and/or South Asia
- People and event management skills/experience