

## Job Description and Person Specification

<b>Job Title:</b>	<b>Global PSEA Advisor (Protection from Sexual Exploitation &amp; Abuse)</b>		
<b>Directorate:</b>	Secretary General Cluster	<b>Unit:</b>	SG's Office, AAI
<b>Grade and Salary:<sup>1</sup></b>	AAI GS Grade D	<b>Contract Type:</b>	2 Years Fixed Term (3 days p/w)
<b>Location:</b>	GS Hub: London, Johannesburg, Nairobi	<b>Budget Holder:</b>	No
<b>Reports to: (incl. matrix reporting)</b>	Global Sexual Harassment Exploitation and Abuse (SHEA) and other Safeguarding concerns Lead		
<b>Direct Reports:</b>	None		
<b>Matrix Reports:</b>	None		
<b>Operational Remit:</b>	x Global ☐ Regional ☐Country Specific ☐ Global Secretariat		
<b>DBS (CRB) / Police Check:</b>	Yes		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The Global PSEA Advisor will help deliver ActionAid International's Sexual Harassment, Exploitation and Abuse and Safeguarding (Child Abuse and Adult at Risk abuse) strategy with a focus on preventing and protecting rights holders/beneficiaries and wider communities from sexual exploitation and abuse perpetrated by ActionAid International (AAI) employees and representatives.</p> <p>The Global PSEA Advisor will work as part of the Global SHEA and Safeguarding Team to develop policies and procedures to prevent and respond to allegations of sexual exploitation and abuse. They will work with other ActionAid members to ensure that all procedures, processes, and policies on sexual exploitation and abuse are consistent and in line with best practice. They will carry this out in line with the Global SHEA and Safeguarding Team's survivor-centered and intersectional feminist approach.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Support the Global SHEA and Safeguarding Lead with the implementation of the SHEA and Safeguarding strategy by providing professional and technical advice on PSEA best practice</li> <li>• Understand different legal contexts and risks, and work with key stakeholders to embed consistent and legally compliant PSEA practice in programmes and processes across the ActionAid Federation.</li> <li>• Support with and guide investigations into allegations of sexual exploitation and abuse. Ensure Safeguarding investigations are performed to a high standard and consistently checked.</li> </ul>		

## Job Description and Person Specification

Areas of Responsibilities	Areas of Key Activities
Strategic engagement	<ul style="list-style-type: none"> <li>• Design and deliver effective strategies, projects, and tools for improving the effectiveness of sexual exploitation and abuse deterrence, prevention, detection and response across the ActionAid Federation.</li> <li>• Help to build capacity and create an organisational culture where SHEA and Safeguarding is a priority, allegations are taken seriously, and beneficiaries, staff and partners feel safe to report (e.g. by designing and delivering training)</li> <li>• Work closely with key stakeholders across the ActionAid Federation to embed PSEA good practice, recognising local contexts and laws (e.g. creating strong complaints mechanisms for rights holders and wider communities)</li> </ul>
Performance Measurement	<ul style="list-style-type: none"> <li>• Ensure that PSEA best practice is embedded across all ActionAid programmes and processes</li> <li>• Oversee all cases of Protection from Sexual Exploitation and Abuse (PSEA), and support investigations as necessary</li> <li>• Ensure learning on PSEA from across the Federation is shared appropriately to build good practice</li> <li>• Maintain regular contact with SHEA and Safeguarding Focal Points in ActionAid countries offering guidance and support and maintaining a network for continued learning and sharing of good practice</li> </ul>
Processes	<ul style="list-style-type: none"> <li>• Design and deliver training, awareness raising and other capacity building activities for staff, partners, and other stakeholders</li> <li>• Research and develop innovative approaches to countering sexual exploitation and abuse.</li> <li>• Work with colleagues to incorporate best practice into risk and control activities and contribute to AAI's risk management processes</li> <li>• Coordinate with the Global Child Protection Advisor to ensure child protection and PSEA processes are aligned, and best practice shared, so that a coordinated and comprehensive SHEA and Safeguarding approach is taken</li> </ul>
AAI Values Practice & Strategy Change Priorities	<ul style="list-style-type: none"> <li>• <b>Leading Innovation and Change</b> Establish a culture of excellence in respective team that values experimentation and continuous improvement</li> <li>• <b>Feminist Leadership:</b> Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>• <b>AAI Values Practice:</b> Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility.</li> </ul>
Education, Language & Qualifications	<ul style="list-style-type: none"> <li>• Preferably a Master or bachelor's degree in Human Rights, GBV or Sexual Violence, Social Work, Child Protection or relevant field.</li> <li>• Excellent written and oral communications skills in English.</li> </ul>

## Job Description and Person Specification

	<ul style="list-style-type: none"> <li>Portuguese, French, Spanish or Arabic as an additional language would be an advantage</li> </ul>	
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>Solid experience working in an international context on PSEA, Child Protection, Sexual Harassment, GBV, Protection or Whistleblowing.</li> <li>Good experience embedding Safeguarding or related practice into programmes, with experience developing policies and risk management structures</li> <li>Significant experience of conducting investigations or reviews</li> <li>Demonstrated experience to work with highly sensitive material in a confidential way; ability to show empathy for the challenges survivors face in reporting Safeguarding concerns and the pressures Safeguarding investigations place on all stakeholders, including those accused of misconduct.</li> <li>Excellent self-awareness and understanding of the need for self-care</li> <li>Ability to uphold ActionAid’s values, Code of Conduct including commitment to Feminist leadership and a Human Rights Based Approach</li> <li>Track record of strong facilitation, networking, and influencing skills in person and remotely.</li> <li>Good interpersonal skills with the ability to communicate, negotiate and influence at all levels, taking into account cultural and language difficulties.</li> <li>Proven experience and ability to design and deliver training.</li> <li>Strong competencies on monitoring and evaluating safeguarding mechanisms.</li> <li>Skilled in identifying and mitigating risk</li> <li>High degree of organisational ability, working well to deadlines. Ability to work under pressure and willingness to work flexible hours in the event of emergencies.</li> <li>Track record of building effective networks within an organisation.</li> <li>Excellent experience of presenting complex information in a succinct and compelling manner to a wide range of audience</li> <li>Strong IT skills</li> <li>Willingness to travel for the role</li> </ul>	
<b>Desirable Knowledge, Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>Good understanding and experience of working within the humanitarian and / or development context.</li> </ul>	
<b>Competency Profile</b>		
<b>Leading Organisation</b>	<b>Strategic Perspective</b>	Demonstrate alignment of the Organization’s strategic priorities and goals.
	<b>Change Management</b>	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	<b>Decisiveness and Agility</b>	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
<b>Leading Others</b>	<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	<b>Communication</b>	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.

**Job Description and Person Specification**

Leading Self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities