

actionaid Job Description and Person Specification

Job Title:	Global PSEA (Protection from Sexual Exploitation & Abuse) Advisor		
Job Family:	Advisor		
Directorate/Cluster:	Director People, Finance and Operations	Unit/Team:	Risk and Compliance Unit
Grade and Salary:	AAI GS Grade D	Contract Type:	<i>Permanent (3 days a week)</i>
Location:	GS Hub / AAI Operating Country	Budget Holder:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Reports to: (including matrix reporting)	Global Sexual Harassment Exploitation and Abuse (SHEA) and Safeguarding Lead		
Direct Reports :	None		
Matrix Reports:	None		
DBS (CRB) / Police Check:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Role Overview:	<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-centred and intersectional feminist approach.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Support the Global SHEA and Safeguarding Lead with the implementation of the SHEA and Safeguarding strategy by providing professional advice on PSEA best practice • 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. • Support with and guide investigations into allegations of sexual exploitation and abuse, both PSEA and SHEA investigations. Ensure Safeguarding investigations are performed to a high standard and consistently checked. 		
Areas of Responsibilities	<p>Key Activities</p> <p><i>(Please list all the key activities under each responsibility in no more than 5 bullet points. Ensuring that they are specific to the key performance area)</i></p>		

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<p>Strategic Impact and contribution</p>	<ul style="list-style-type: none"> • 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. • Help to build capacity and create an organizational 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) • 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) • Manage the Safeguarding Investigation Network: training, personal development, support on individual cases • Support on humanitarian emergencies by developing core documents/designing and delivering training at short notice; supporting country teams and working closely with IHART.
<p>System, Policies and Procedures and Product Management</p>	<ul style="list-style-type: none"> • Design and deliver training, awareness raising and other capacity building activities for staff, partners, and other stakeholders • Research and develop innovative approaches to countering sexual exploitation and abuse. • Work with colleagues to incorporate best practice into risk and control activities and contribute to AAI's risk management processes • Coordinate with the Global Child Safeguarding Advisor to ensure child safeguarding and PSEA processes are aligned, and best practice shared, so that a coordinated and comprehensive SHEA and Safeguarding approach is taken • Ensure that PSEA best practice is embedded across all ActionAid programmes and processes • Oversee all cases of Protection from Sexual Exploitation and Abuse (PSEA), and support investigations as necessary • Oversee cases of SHEA and support investigations as necessary • Ensure learning on PSEA from across the Federation is shared appropriately to build good practice • 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
<p>Issue Resolutions, Crisis/Risk Management</p>	<ul style="list-style-type: none"> • Work with colleagues to incorporate best practice into risk and control activities and contribute to AAI's risk management processes

PERSON SPECIFICATIONS		
Education and Qualifications	<ul style="list-style-type: none"> • Excellent written and oral communication skills in English • Preferably a Bachelors or Masters degree in a related field such as Human Rights, GBV or sexual violence, humanitarian approaches, Social Work, Child Protection or other related field. 	
Essential Experience and Essential Knowledge	<ul style="list-style-type: none"> • At least 3 years experience working in an international context on PSEA, Child Protection, Sexual Harassment, GBV, Protection or Whistleblowing. • Experience embedding Safeguarding or related practice into programmes, with experience developing policies and risk management structures • Experience of conducting investigations or reviews • Ability 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. • Excellent self-awareness and understanding of the need for self-care • Able to uphold ActionAid’s values, including commitment to Feminist leadership and a Human Rights Based Approach • Strong facilitation, networking, and influencing skills • Good interpersonal skills with the ability to communicate, negotiate and influence at all levels, taking into account cultural and language difficulties. • Proven experience and ability to design and deliver training. • Competencies on monitoring and evaluation safeguarding mechanisms. • Skilled in identifying and mitigating risk • 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. • Ability build a network within an organisation. • Excellent experience of presenting complex information in a succinct and compelling manner • Strong IT skills • Excellent written and spoken English • Willingness to travel for the role 	
People Management Responsibility		
Approximate number of people managed in total		
1- Team members	Individual contributor, no direct responsibility for leading others.	Yes
1.5	Act as mentor in a team and /or coordinating a team	Yes
2- Team Leader	Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work	No
2.5	Responsible for one team with its own and has another team reporting directly	No
3- Team managers:	Directs more than one team;	No
	The positions direct multiple teams, each of which has a team leader in charge; determines team structure and roles of members	No

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

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It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement
- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- **AAI Values Practice:** 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

Prepared by: Signature Date:

Reviewed by: Signature Date:

Received by: Signature Date: