ROLE PROFILE

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| Title: | **Community Based Child Protection Officer** | | |
| Functional Area: | Programme | | |
| Reports to: | CBCP Coordinator | | |
| Location: | Ukhiya | Travel required: | Yes |
| Effective Date: | Immediate | Grade: | B |

role PURPOSE

Based in Ukhiya, the **Community Based Child Protection Officer** will oversee a number of programme support functions in the refugee camps and host communities (Ukhyia). He/she will be responsible to respond to urgent and critical Child protection needs following the influx of the Rohingya community in Bangladesh. He/she will be part of a team to roll-out activities focused on (1) strengthening CoC approaches and systems for adolescent boys (2) enhancing positive parenting in the Rohingya and host communities, and (3) supporting in the community outreach and engagement with affected communities and (4) improving knowledge and attitudes on gender, sexual reproductive health and rights (SRHR). He/she will work closely with the affected communities, as part of a team with support from the project coordinator.

Dimensions of the Role

1. **Budget/Asset Management**: The CBCP Officer in collaboration with the Project manager will need to monitor and record expenditure at the field level - related interventions implemented by Plan and the partner organization for relevant project including DIP, budget, requisition and expenses.
2. **Direct and Indirect Reports**: The position holder will report to the Project Manager of the relevant project, and directly manage the CoC Facilitators who are responsible for implementation of community-based activities.
3. **Communications Requirement**: The CBCP Officer will work in close collaboration with the following individuals:
   1. Rohingya refugees and host communities
   2. Community volunteers
   3. Project Manager
   4. CBCP Specialist, CBCP Advisor and CPiE Quality Team Lead
   5. Other sector colleagues (ex: Health, Education, WASH etc.)
   6. Camp and host level stakeholders
4. **Risk Management:** He/she will take a proactive stance in identifying and mitigating exploitation and abuse and follow Plan International’s Child Protection Policy and code of conduct.
5. **External Representation**: He/she represents Plan International in relevant camp and Upazila level meetings.
6. **Area of Responsibility**: Contributes to technical support and capacity building of PLAN and Partner’s CoC Facilitators.

Accountabilities

Objective 1: The major responsibilities of this position holder will probe around:

The CBCP officer will:

* Support and mange CoC facilitators/volunteers in their day-to-day implementation of activities.
* Support in any logistics and preparations to ensure that project activities are carried out in a timely and orderly manner.
* Co-facilitate, support and monitor CoC intervention implementation in field level, including protection committees and youth clubs
* Co-facilitate, support and monitor CoC Facilitator in the roll-out of group sessions with children and adolescents’ boys on Champions of Change (CoC) approaches, including child protection, advocacy, gender equality, empowerment, SRHR, youth engagement, and life enhancement skills.
* Provide technical support to and regularly monitor project activities of the implementing partner (where applicable)
* Contribute to the elaboration of the reporting (data collection, and narrative report) according to donor/projects requirements.
* Design and facilitate appraisal of CoC Facilitator performance and provide feedback for improvement and to support increasingly productive help for children & adolescent.
* Assist/Conduct training on CoC module in field level, through mobile and static session places, for adolescent boys to engage in positive peer interactions and protect them from violence, abuse, neglect, and exploitation
* Contribute to strengthening parents and caregivers of adolescents through positive parenting sessions to have enhanced capacity to protect their children from violence, abuse, neglect, and exploitation.
* Provide technical support to adolescents and youth to challenge gender norms and reduce risk factors for GBV
* Make referrals for cases needing specialized support to the Case Management and ensure that referrals of vulnerable children from the team’s work are followed-up.
* Provide regular updates to Project Manager on the progress of the implementation, challenges faced, and additional support needed.

**Objective 2: Staff Capacity Building**

* Facilitate capacity building plan for camp and host community CoC Facilitators
* Contribute to recruitment/selection of CoC Facilitation with support from supervisor
* Provide on-the-job coaching and support to the CoC Facilitator (of Plan International and partner organization) in technical aspects of the program.
* Ensure that the capacity building plan for CoC Facilitator is executed properly and timely.

**Objective 3: Coordination**

* **External Representation:** He/she represents Plan International in the camp and Upazila level coordination meetings and relevant groups as needed in Ukyia/Teknaf and camp level and sometimes in Cox’s Bazar.

Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures

Key relationships

**Internal Contact**

* Project Manager
* CBCP Specialist, CBCP Advisor and CPiE Quality Team Lead
* Programme Manager

**External Contact**

* Rohingya refugees and host communities
* CoC Facilitators
* Partner staffs
* Other sector colleagues (ex: Health, Education, WASH, etc.)
* Camp and host level stakeholders

Technical expertise, skills and knowledge

**Essential**

* University degree in social work, psychology, social sciences or related field.
* Fluency in English and Bangla (both reading and writing), Chittagong language and/or Burmese language is considered as special advantage.
* Good knowledge and understanding of humanitarian principles and established international child protection minimum standards.
* Pedagogical knowledge and skills in developing and working with pedagogical material.
* Must be good in creative thinking, management of space and materials, timetabling and events planning.
* In depth knowledge of child rights, child wellbeing and psychosocial needs.
* Minimum 2-year experience working with children, adolescents and/or young people; engagement with communities.
* Good Knowledge on CoC module & intervention will be given special priority.
* Encourage to apply only for Male.

**Desirable**

* Ability to work independently and as a team player who demonstrates leadership and is able to support and train local CoC facilitators and also able to work with disaster affected communities & humanitarian settings in a sensitive and participatory manner.
* Strong team management, staff capacity building and motivation skills in teamwork and networking.
* Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
* Has basic awareness and sensitivity to gender and diversity.
* Fluency in English and Bangla (both reading and writing)
* Prior experience of working in greater Chittagong Division and knowledge of Chitagonian or Rohingya is required

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organization by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organization, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our Programme’s and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

The incumbent will be based at the Ukhiya Office of Plan International Bangladesh with at least 50% travel to projects to ensure technical inputs, on-site support for improved implementation of project activities; meetings with government offices, civil-society organizations. At office, s/he uses computer/laptop for communication, documentation, report preparation etc. Needs to visit fields in the project location where s/he needs to use local transport occasionally. Needs to maintain a dress code, which is culturally acceptable and facilitates the rapport building with the targeted stakeholders.

Level of contact with children

Low contact: No contact or very low frequency of interaction

Mid contact: Occasional interaction with children

**High level: Frequent interaction with children**