



## **Project Manager – Safeguarding and Organisational Development**

### **Job announcement**

- Job Title:** Project Manager – Safeguarding and Organisational Development
- Location:** Geneva (Switzerland) preferred. North Carolina (US) also considered.
- Reports to:** Senior Advisor, Organisational Development and Capacity Building.
- Term:** This is a 3-year fixed term position.
- Salary:** Competitive.

### **About Oak Foundation**

Oak Foundation ([www.oakfnd.org](http://www.oakfnd.org)) is a group of philanthropic organizations, with its administrative office in Geneva, Switzerland. It commits its resources to address issues of global, social and environmental concern, particularly those that have a major impact on the lives of the disadvantaged. Since its establishment in 1983, the organization has given over 3,300 grants to not-for-profit organizations around the world.

### **Background**

Oak Foundation supports fundamental human rights, including the human rights of children, and through its grant-making, addresses a wide range of social justice issues. In 2013, the Foundation developed and adopted a policy aimed at safeguarding children. The policy stemmed from Oak's commitment to a world in which all children and adults are protected from all forms of abuse and exploitation.

In developing its Safeguarding Children Policy, the Foundation committed to ensuring that through all of its programmes, it will strive to prevent abuse and promote the safety, protection, well-being and development of children. This meant ensuring that partners working with children<sup>1</sup> have appropriate measures in place to safeguard children. Oak has provided resources, financial and capacity building support, to all grantees who have needed to develop and adopt such a policy.

The purpose of Oak`s capacity building and organisational development interventions is to improve the organisational capacities of our partners. Thus we are committed to support our partners in this organisational change process where they develop and implement the child safeguarding policy and to ensure that grantee organizations can demonstrate that the standards are being met in ways that are commensurate with the size of the organization, the stage of maturity the organization is at and the levels of risk entailed in their work.

Since July 2015 over 180 Oak Foundation partners have received support for this work. Given the number of partners still in need of support, the Foundation is hiring a Project Manager who would manage this work for the next three years. The manager will work in collaboration with the existing group of Focal Points from each of Oak`s programmes.

### **Purpose of role**

The Project Manager will oversee the planning, implementation, monitoring and evaluation of the Child Safeguarding Policy project, for a period of three years, and is also expected to support in other organisational development projects of the foundation. At the end of this period Oak will support the transition of this function to one of the partner strengthened through field building during the initial three years.

### **Primary responsibilities**

The primary purpose of the position will be to contribute to the overall success of Oak Foundation in working with our partners to prevent abuse and promote the safety, protection, well-being and development of children.

Specifically, the position will achieve the following objectives:

- *Strategic development:* To develop a strategy and work plan which will define Oak`s overall approach in supporting its grantees to design, implement and comply with child safeguarding measures, based on the lessons learned thus far and in line with Oak's

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<sup>1</sup> Defined as 'engaged in an activity, on behalf of or funded by Oak, that involves direct contact with, or facilitates access to, children.

Child means any person under the age of 18 irrespective of local laws/customs.

organisational development work. The strategy will take into account the limited length of the assignment (three years) and have a clear outcome and an exit plan.

- *Support organisational change:*
  - To develop and implement a system for organisational change within Oak to embed child safeguarding process deep within the grant-making process
  - To capture and document internal learning and support problem-solving together with the Focal Points to address any challenges which might occur
- *Staff development and support:*
  - To ensure Oak staff are confident and competent in conducting child safeguarding due diligence screenings by developing a range of support, i.e. development materials and learning opportunities.
  - To liaise with, communicate to and support Oak Programme Officers to implement child safeguarding standards with their grantees.
- *Field building:*
  - To identify, support and seed organizations/consultants which can support non-profit organizations and the philanthropic community in general, as a way to ensure continued support for the grantees (beyond Oak`s project) and to build the field of child safeguarding.
  - To show leadership, advocate and promote the strengthening of child safeguarding policies within the not-for-profit and philanthropic sectors.

## **Profile**

- Advanced university degree, preferably in organisational development or related field
- Seven to ten years of work experience in developing and managing multi-stakeholder organisational development projects, ideally related to safeguarding
- Three to five years of experience working in safeguarding or child related issues
- Excellent skills in implementation of capacity building and organisational development work, project management and setting up projects, including designing project strategies.
- Demonstrated ability to manage a project financially
- Demonstrated ability to work with non-profit organisations
- Demonstrated ability to work in a team and to achieve project results.
- Tact, maturity, and a good sense of humour;
- Poise and ability to represent Oak Foundation;
- Proficiency in the use of computers for: Word processing, Data base management, Spreadsheets, E-mail and Internet

- Travelling abroad may be expected. Project Managers work a standard work week but may be required to work some evenings and weekends to meet project milestones.
- Willing to travel 30-40 days a year;
- Swiss work permit or EU citizen; for North Carolina based candidates, US work permit required.

### **Skills**

- **Behave Ethically:** Understand ethical behaviour and practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the Foundation.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve projects and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance project and organisational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the project and the Foundation
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **How to apply**

To apply for the post, please send a letter of application stating the skills and approach that you would bring to this specific post along with your resume /CV in strict confidence by email to Isabel Leal/Colette Craddock at [rrhh@darylupsall.com](mailto:rrhh@darylupsall.com).

Documents must be submitted in **English** and in **Word or pdf** format. No other format will be considered. No documents other than those requested will be accepted at this stage.

CVs with photos will not be accepted in any case.

Please ensure that documents are sent with the titles "***your name cover letter***" and "***your name CV***" and state "**Oak – Project Manager Safeguarding**" in the email subject line. Please do let us know, in your covering email, where you found out about the post.

**Deadline for applications: June 25<sup>th</sup> 2017, 18.00 CET**