

ROLE PROFILE

Organisation:	CONCORDIA Social Projects
Name of the employee:	Martina Raytchinova
Function:	International Child Protection Officer
Location:	Vienna

Name & function of the hierarchic supervisor:	Bernhard Drumel, Executive Member of the Board
Position in the organigram:	International Staff Position
The employee leads:	CONCORDIA Project and Programmes Team, Austria CONCORDIA LenZ Team, Austria CONCORDIA International Programme Team
Cooperation with other colleagues from the organisation:	National Focal Points of Child Protection (NFCPC) Member of the International Directors Team Member of the International Leadership Team
Participate to meetings:	International Child Protection Meeting (cross-country), International Directors Team Meeting, International Leadership Team, Programme Week, Programme Council, PP Team Meetings, Meetings related to CONCORDIA Programmes, Meetings of the International Board, Advisory Board (both upon invitation), Child Safeguarding Meetings.

Purpose of the Role

The **International Child Protection Officer** is responsible for developing and implementing child protection programmes, policies, and initiatives in international settings. They work in close collaboration with the National Focal Points of Child Protection (NFCPC) and are responsible to safeguard the rights and well-being of children in the organisation, and especially to those who are in situations of vulnerability. Their main focus is to assure that children in CONCORDIA Programmes are secure and being protected and that 100% of our reported child protection cases have been investigated (KPI). In the next strategic period, this role will ensure that CONCORDIA becomes international forerunner in child safeguarding (Key Direction 4).

I. Domains¹

Decides	Monitors	Supports
Decided on the template and content of the annual CPP report and together with the NFCPC, prepares it in detailed format, including current status, statistics of CPP cases, impact and measures. Keeps deadline and presents outcome to the International Board.	Works in very close collaboration with the NFCPC to monitor and assure that all internal regulations are followed and that child safety is the highest priority of all CONCORDIA employees.	Is informed of current trends and best practices in child protection in order to continuously improve the organisation's interventions and supports the countries to be updated.
Assures that 100% of the reported cases are investigated according to international and national regulations.	Develops, updates, analyses and monitors the implementation of child protection policies and strategies in alignment with international and EU standards.	Encourages the participation of children in decision-making processes and initiatives that affect their lives.
Is prepared and decides how to respond to child protection needs in emergency situations and humanitarian crises. Decides on next steps and gives guidance to NFCPC.	Via regular work with the NFCPC ensures that child and youth protection measures are integrated into all of the organisation's programmes and activities.	Encourages the ongoing development and strengthening of prevention policy against child protection.
Oversees the management of child protection cases and is entitled to take decision on next steps in order to ensure that children at risk or with experience of abuse receive appropriate care and support and further abuse if prevented.	Assures the ongoing development and implementation of child protection programmes and projects in accordance with international standards and best practices.	Supports the save recruitment process of the organisation as per CPP and CoC.
In case of acute CPP case keep close contact with the responsible person and coordinates next steps in accordance with organisational standards and national regulations.	Conducts/supervises assessments to identify child protection needs and develops appropriate strategies to address them.	

¹ Decides means: Takes decision and is accountable for this result.

Monitors means: Oversees quality of this result. Escalates if necessary.

Supports means: Assist and advice others to reach their aspired results.

<p>Visits regularly all CONCORDIA locations and assures that all centres work accordingly the “child safe spaces”. If standards are not met, is entitled to initiate process correspondingly.</p>	<p>Regularly monitors the progress of child protection activities/priorities and ensures compliance with established guidelines.</p>	
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II. Advocacy and Capacity Building:

1. Advocacy

- ✓ In collaboration with the lobbying and advocacy responsible persons, advocates for children's rights and protection at the local, national, and international level.
- ✓ Proactively monitors important communications, events and conferences at European and International level and participates in relevant events.
- ✓ Participates in external meetings, hearings and other legal proceedings related to child protection cases and child welfare.
- ✓ Support CONCORDIA PR in preparing regular communication on child protection topics.

2. Capacity-building

- ✓ Provides/organises trainings to support local staff, community members, and partners on child protection issues.
- ✓ Creates external opportunities for CONCORDIA employees to keep developing their capacities in the topic of Child Protection.
- ✓ Develops and conducts educational programmes and workshops to raise awareness of child protection issues and promotes healthy child-rearing practices for the early prevention of child and youth abuse and all forms of domestic violence.
- ✓ Engages in ongoing training and professional development to improve skills and inform best practices in child protection.

3. Partnership Management

- ✓ Collaborates with local and international organisations, government agencies, and non-governmental organisations to coordinate child protection efforts.

The role of an **International Child Protection Officer** is crucial in promoting the well-being and rights of children in all CONCORDIA services as stipulated in the United Nations Convention on the Rights of the Child (UNCRC). It involves a combination of direct programme implementation, advocacy, coordination, and capacity-building efforts to make a positive impact on the lives of vulnerable children.