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| **Job/Role Title** | Governance, Accreditation & Safeguarding Advisor |
| **Division** | **MA Support & Development** |
| **Grade** | **E** |
| **Location** | **Regional** |
| **Responsible to** | **Regional Director MA Support & Development** |
| **Date** | **January 2023** |

# Purpose of Role:

To manage membership status from admission to accreditation and renewal/non-renewal of Member Associations (MAs), ensuring the process is one anchored in a learning and improvement approach as well as compliance. Providing knowledge and advice to strengthen governance and boost risk management.

To develop and deliver the global strategic safeguarding priorities and operational initiatives in the EN region.

# Context of Role:

Accreditation and strong governance is a corner stone of IPPF, a unique process that offers MAs the opportunity to both self- evaluate and be externally evaluated on their adherence to the IPPF Membership Standards, the gold standard of organizational and SRHR programme performance. With learning garnered over twenty years, we are entering a new era in IPPF in which we will are looking to truly inform and anchor our overall approach to supporting MAs and become a seamless element of ‘architecting cooperation’ working as an integrated part of a regional and globally connected Member Association Support and Development Team.

The Governance, Accreditation & Safeguarding Advisor will closely work with Architects of Cooperation (AoCs) to support them build an understanding of MA strengths, improvement needs and capabilities leveraging the accreditation process. Providing advice and supporting the creation of development plans to strengthen performance and governance working with AoCs and MAs. The Governance, Accreditation & Safeguarding Advisor will also work proactively in supporting the identification of collaborative partners and associate members.

The Governance, Accreditation & Safeguarding Advisor will work as a global community of practice to develop the function, share knowledge, skills and capacity and provide data, information and insights to support/leverage MA development, performance and impact. They will add to IPPF’s macro knowledge on MAs and provide insight to inform priorities.

# Working with the Safeguarding and Incident Management Team and as a member of the global Safeguarding Task Force, the Governance, Accreditation & Safeguarding Advisor will develop and deliver the global strategic safeguarding priorities and operational initiatives through collaborative working with regional teams, Member Associations and other partners to build understanding, develop capability and strengthen governance in respect of Safeguarding.

# Deliverables:

*Governance and Accreditation (70%)*

* Organise and manage the accreditation review process, ensuring accreditations take place in line with

IPPF’s cycle, and within budget.

* Engage AoCs and others who conduct accreditations, ensuring they are trained and equipped to carry out effective visits/online accreditations. Organise the pool of volunteers and staff from MAs, working with MAs to recruit, train and motivate volunteers/staff who have a range of relevant skills and competencies.
* Conduct accreditations directly as and when required, particularly those which are more complex. Oversee and support the preparation and follow-up and reporting of accreditations by those responsible for each visit.
* Promote a risk management approach, including raising and managing risks identified in the due diligence and accreditation processes
* Where significant risks are identified at the MA level, advise and support on risk mitigation, including corrective action, suspension and termination of membership status
* Manage affiliation and due diligence process with regards to existing affiliates and new organization wanting to join the Federation;
* Support the review of the constitutions of the MAs and ensure that they conform to the IPPF Standards and Responsibilities of Membership and IPPF’s Act and Regulations and related governance structures, systems and processes;
* Provide expertise on best practice on supporting MA governance and managing risk, to AoCs or other relevant colleagues.
* Ensure continuous links between AoCs, Performance, Learning and Impact, and other teams as relevant, ensuring a continuous loop where knowledge of MAs feeds into accreditation preparation and accreditation findings support AoCs and PLI in delivering their objectives.
* Collaborate and contribute proactively as a member of the wider global governance and accreditation team, with global staff and regional peers, so IPPF continuously learns and improves how accreditation is implemented overall.
* Support or co-ordinate MA cases arising from IPPF’s SafeReport.
* Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.
* Support to the administrative board of IPPF EN as a Belgian AISBL

*Safeguarding and Incident Management (30%)*

* Regional Incident Reporting Unit Lead
* Fulfil the responsibilities of designated Incident Coordinator (IC) for reported safeguarding concerns and provide advice to ICs responsible for bullying and harassment cases.

# Safeguarding:

* Delivery of global safeguarding priorities, including the safeguarding key performance indicators (KPIs); training for European Network MAs and the Regional Office.
* Work effectively with Regional Office colleagues to mainstream safeguarding in the region’s work.
* Provide timely subject matter expertise to Regional Office colleagues and EN Member Associations/Collaborative Partners
* Tailor global initiatives to local conditions/laws and cultures and implement these regionally efficiently, effectively and according to timelines agreed.
* Support Member Associations in the implementation of their policies and procedures, and meeting IPPF safeguarding standards.
* Adhere to the safeguarding reporting and monitoring requirements of this role.

# Skills/Expertise:

* Experience in accrediting or certifying organisations or bodies against a standards system.
* Knowledge of governance standards, especially in the civil society sector.
* Background in risk management with proven skills in reading audit reports and identifying, promoting and co-ordinating corrective actions.
* Experience in the field of safeguarding, including demonstrable interest/ experience in working to prevent exploitation and abuse of children and vulnerable adults.
* Experience of effectively influencing and supporting internal and external stakeholders to champion safeguarding.
* Understanding of Safeguarding and Financial standards and requirements for a safe working environment.
* Strong interpersonal skills, able to work effectively with a network of multi-cultural diverse stakeholders and colleagues at different levels to deliver
* Ability to be diplomatic yet persistent in achieving goals.
* Proven planning, organising and prioritising skills with the ability to work independently and as part of a team.
* Strong analytical and evaluation skills with the ability to draw out learning from practice, aggregate and propose adaptations and improvements to processes and procedures.
* Excellent report writing skills and the ability to distil information into actions in a clear, concise way
* Good written and verbal English with fluency in languages used in the Region (French or

Spanish).

* Feminist and champion of diversity.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF’s Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.