
Role title:	Child Protection Manager
Reporting to:	Culture and People Coordinator, Country Director
Works with:	Country Director, Culture & People Team, Site coordinators, Project Managers, Data Team, teachers, project teams, students and community stakeholders
Location:	EducAid sites, either based in Port Loko or Freetown, with frequent travel
Contract Type:	12-month contract with an opportunity to extend (Full-time)
Equipment:	EducAid handset and laptop provided
Hours:	40 hours per week, additional hours as required

Overview

EducAid is a UK-registered charity (1163161) and SL-registered NGO established in 1995 to restore and strengthen education in Sierra Leone. EducAid has been transforming education in Sierra Leone for more than 30 years, currently working with more than 300 partner schools across the country as part of our teacher training and school improvement programmes. Running 5 role-model schools, EducAid also provides free, high-quality education to some of the most underserved young people in the country. EducAid works to increase the enrolment, retention and achievement of girls and young women at every level with its equality programmes and is proudly Sierra Leonean driven.

Job Purpose

The purpose of this role is to manage child protection holistically within EducAid. You will be responsible for developing, implementing, and overseeing child protection policies, procedures and cases within EducAid. This role is essential in creating a safe and protective environment for the children we serve in our schools and in extension, the partner schools we work



with. The role aims to create a positive impact on underserved communities by ensuring educational opportunities, fostering social change, and empowering students for a brighter future.

Key Responsibility Areas

- Develop, implement, and monitor child protection policies, procedures, and potential incidents for EducAid
- Ensure that all EducAid staff are trained in child protection principles and procedures, keeping clear records of all training.
- Conduct risk assessments to identify potential threats and vulnerabilities to children within projects.
- Develop and implement strategies to mitigate identified risks and vulnerabilities.
- Monitor and report on the effectiveness of risk mitigation strategies.
- Oversee the management of child protection cases, ensuring that children's best interests are considered.
- Collaborate with relevant authorities and organisations to provide necessary support and services to child protection cases.
- Train and build the capacity of EducAid staff, community members, and partners on child protection principles and practices.
- Develop and deliver awareness programmes on child protection & safeguarding for beneficiaries and communities.
- Implement a robust monitoring and reporting system to track child protection concerns and incidents.
- Prepare regular reports and updates on child protection activities and challenges for project management and donors.
- Track all child protection / safeguarding cases across the organisation and ensure that incidents are correctly reported and procedures followed until the case has been brought to a conclusion, and all learning has been achieved and necessary policy changes undertaken, etc.
- Represent EducAid in child protection-related forums, meetings, and networks.
- Advocate for the rights and protection of children at the community and district levels.
- Allocate time for your professional development to ensure you are up to date on child protection and safeguarding trends at national and international levels.

Decision Making

EducAid works with an approach we call 'Every Voice Counts'; the EVC is designed to ensure that people's voices from throughout EducAid are listened to in every decision. As with any organisation, however, there needs to be a decision-making hierarchy. As an EducAid staff

member, you are a part of this decision-making process. However, EVC does not give you the ultimate right to make each and every decision; this will be decided upon by the decision-making hierarchy. These decisions, and the activities on your site, should reflect the guiding principles of EducAid.

Reporting Channels

As the Child Protection Manager, your line managers are the Culture and People Coordinator and the Country Director. You should consider these staff members as your first point of contact in any event.

Qualifications and Experience:

- A bachelor's degree.
- Experience in child protection or programme management, including case management & or a willingness to learn.
- Knowledge of child protection principles, international conventions, and national laws or willingness to learn.
- Previous experience working with NGOs or community-based organisations is an advantage.
- Strong interpersonal and communication skills.
- Exceptional problem-solving and decision-making abilities.
- Solid understanding of educational principles, community development, and best practices in education.
- Ability to manage multiple initiatives concurrently.
- Computer literacy, including proficiency in the MS Office suite and data analysis.
- Commitment to EducAid's vision, mission, objectives, and values: Excellence, Equality, Citizenship, Leadership, Community Resilience, and Safety.
- Strong communication skills and fluency in English as effective communication is essential in community engagement and educational advocacy.

Personal Attributes:

- Excellent leadership and management abilities.
- Demonstrated commitment to the organisation's mission and values.
- Ability to maintain confidentiality and exercise discretion.
- Strong problem-solving and decision-making skills.
- Detail-oriented and well-organised.
- Exceptional problem-solving and decision-making skills.
- Strong project management and organisational abilities.
- Ability to work in a multi-cultural and interdisciplinary environment.

- Excellent written and verbal communication skills.
- Excellent digital skills.
- Commitment to upholding the rights and well-being of children.

Organisational Competencies:

- Commitment to upholding the charity's Code of Conduct
- Commitment to the charity's vision, mission, and objectives
- Commitment to developing additional skills in light of the charity's needs

Application instructions and deadlines

Interested applicants should complete the google form on this link before the **18th July 2025**:

https://docs.google.com/forms/d/e/1FAIpQLSfzc_2GvCnJXOTXt1jVwsTotcw03NOPoeOuElBs-Ooxtwwzyw/viewform?usp=sharing&oid=109356022101953987924

Note: We will not accept any direct email applications. Only shortlisted candidates will be contacted for further selection processes. We thank all applicants for their interest in joining EducAid Sierra Leone. Only shortlisted candidates will be contacted for further selection processes. We thank all applicants for their interest in joining EducAid Sierra Leone.

At EducAid Sierra Leone, we believe in equal opportunities and embrace diversity in our workforce. We encourage applications from qualified individuals regardless of age, gender, disability, race, religion, or sexual orientation. Join our dedicated team and contribute to transforming the lives of young people through quality education.