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| **TITLE:**  CP & MHPSS Coordinator  |
| **TEAM/PROGRAMME:** Programme Operations | **LOCATION:** NWAO**,** Kyiv |
| **GRADE**: 3B | **CONTRACT LENGTH:** till 31/12/2025 |
| **CHILD SAFEGUARDING:** Level 2 - the responsibilities of the post will require the post holder to have and direct regular contact with or access to children or young people. |
| **ROLE PURPOSE:** The CP & MHPSS Coordinator will manage, drive and monitor implementation of child protection (CP) and MHPSS and case management programming in North-West Area Office (Kyiv and Chernihiv). This includes a portfolio of both direct and partner-led CP and MHPSS activities for children, adolescents, families, a focus on community-level CP systems strengthening, as well as cross-sector integration and emergency response. Under the line management from the Head of Program, and technical support from CP & MHPSS TAs, the CP & MHPSS Coordinator will drive high quality, effective and efficient implementation and delivery of integrated CP and MHPSS interventions and services. S/he will be responsible for effective coordination and collaboration across field teams, implementing partners, other relevant counterparts, and within the organization to gain technical support for quality assurance and efficient program operations. This role includes advocacy and technical support to HR regarding staff well-being.The CP & MHPSS Coordinator will work closely with the Case Management officer in representing CP & MHPSS team coordination as needed. S/he will contribute to fundraising, project planning and design, support CP & MHPSS assessments, as well as manage recruitment and procurement.  The post holder is expected to assess, monitor, and document gaps in existing services and innovate ways to strengthen the Ukraine child protection systems, sustainability, and shock resilience.  |
| **SCOPE OF ROLE:** **Reports to:** Head of ProgramDotted line/technical line Management; CP and MHPSS TAs**Staff reporting to this post:** CMOfficer and CP MHPSS Officer |
| **KEY AREAS OF ACCOUNTABILITY:** **Plan, design and implement community-level CP & MHPSS response strategy** * Work closely with Head of program and other relevant counterparts to ensure effective coordination, staffing and delivery of community-level CP and MHPSS response interventions, so that proposed results are achieved on time, within budget and in compliance with donor requirements.
* Provide support and orientation for CP & MHPSS Officers, Case management officer, PSS facilitators, partners and other agencies on setting up and managing a coherent and evidence-based CP & MHPSS response.
* Assist in effective and efficient implementation of the program in accordance with Ukraine Response Strategy and targets set in the Strategic Plan, involving, among others, technical team and other members of the programme management team.
* Develop and maintain detailed implementation, procurement and work plans as needed together with relevant supervisors (CP & MHPSS Officers, case management officer)
* Closely monitor and assess the capacity and gaps in services within team and partners, to inform revisions to activities and wider response planning.
* Make regular visits to the field; carry out process monitoring and provide feedback and support for achieving high quality, integrated community-level CP and MHPSS and case management.
* Where challenges arise, ensure that these are flagged early, communicated to the Head of Program and addressed in an appropriate way; Communicate and share learning with other Coordinators involved in the emergency response.

**Ensure program quality** * In collaboration with Head of Program and MEAL team Ensure regular quality checks are conducted by using Quality Benchmarks approved by CP & MHPSS and CM TAs.
* Ensure all documents, tools and methodologies related to CP and MHPSS and CM activities are accessible and in use by the response team, updated regularly and that deadlines for submissions are met.
* Together with Case Management team, develop and maintain CP & MHPSS service mappings, provide quality vetting of potential referral options, and establish/maintain referral pathways and mechanisms in collaboration with Child Protection, Education, Health and Nutrition teams and partners.
* In collaboration with MEAL staff, set up effective and child-friendly feedback and accountability mechanism through which children and community members freely and safely provide feedback and complaints about the program. Proactively utilize to shape and inform activities and program design.
* In collaboration with MEAL and technical specialists ensure that all projects include appropriate monitoring, proper documentation, data collection and monitoring of project deliverables, as well as analyse and learn from impact data.

**Context Analysis and promoting the Centrality of Protection*** Assist the Head of Program to advance programming for affected children and communities (as appropriate) based on WAO strategic plan and funding availability.

**Strengthen coordination and external communication.*** Coordinate with Head of Program and Partnership Coordinator in developing relationships and partnerships with local NGOs, CSOs, networks with other actors to enhance quality implementation of program.
* Participate in internal and external CP & MHPSS and case management coordination platforms, and other relevant coordination, such as the MHPSS Working Group

**Human Resources and performance Management:** * Lead, manage, motivate, foster a positive team spirit and good interpersonal relations the CP & MHPSS and case management response team, ensuring that they have clear performance objectives and receive meaningful feedback on their performance on a regular basis.
* Make sure that safeguarding standards are understood and met. Ensure implementation of SC and partner’s staff comply with Save the Children’s Child Protection Policy.
* Support the recruitment of CP & MHPSS staff in accordance with Save the Children HR policies and procedures.

**Administrative and budget management of CP and MHPSS and case management activities:** * Assist the Head of Program in development of budgets for SC and partner organizations.
* Lead the preparation of all procurement and administrative documents required for program implementation.
* Ensures that project documentation is properly generated, approved & archived properly.

**Advocacy and fundraising** * When needed, provide assistance in developing and rolling-out advocacy strategy for community-level Child Protection and MHPSS and case managment. Proactively advocate that other international and local service providers are adhered to Centrality of Protection Policy, thus prioritising protection at the centre of all humanitarian actions.

**Safety, Security and Risks** * Adhere to, and promotes Safety, Security & Risk Policies, standards, plans & procedures.
* Report any incidents which could affect staff wellbeing immediately to CD/Security Focal Point (SFP).
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
* widely shares their personal vision for Save the Children, engages and motivates others.
* future orientated, thinks strategically and on a global scale**.**

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
* values diversity, sees it as a source of competitive strength.
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions.
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **EXPERIENCE AND SKILLS*** University degree in social sciences, preferably in a subject related to psychology, counseling, sociology, social work, child development and/or protection, or other relevant academic background.
* 1-3 years progressively advanced management experience in child protection and at least 1 year in MHPSS and case management or other relevant sector, including at least 1 year experience in emergencies setting.
* Substantial experience in all aspects of project management within the NGO development sector including working in partnership with local NGOs.
* Proven experience in financial management and administration.
* Proven ability to work in culturally diverse and challenging environments including emergencies response.
* Excellent interpersonal, communication and team management skills, including team leading and influencing.
* Proficient in MS Excel, MS Word, Outlook.
* Demonstrated commitment to development of staff and partners.
* Ability to maintain focus on long-term objectives and deliverables while addressing day to day programme/administrative issues.
* An in-depth understanding of relevant protection issues pertaining to children both in development and emergencies settings in eastern area of Ukraine; commitment to work with and for children and families.
* Politically and culturally sensitive with qualities of patience, tact, and diplomacy
* Creative problem-solving and analytical skills with ability to work effectively in resource constrained environment and with minimal supervision.
* At least intermediate level of written and oral communication in English.
* Competent in local language(s), culture and context.
* Awareness of staff-wellbeing and self-care principles and motivation to take on a management role.
* Experience with refugee/marginalized communities desired.
* Commitment to and understanding of child right, Save the Children values and Child Safeguarding.
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.Save the Children is committed to create a truly inclusive, effective and representative organisational culture, encouraging equity and diversity among its employees and eliminating discrimination. Having a diverse profile of employees, different age groups, backgrounds, cultures, gender identities and expressions, sexual orientation etc., including a range of different experiences and capabilities helps us understand, represent and serve children better. Therefore, all qualified applicants will receive equal consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, disability, or age. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD Prepared by (Name and signature):**  | **Date:**  |
| **JD Reviewed by (Name and signature):** | **Date:** |
| **JD agreed by (Name and signature):** | **Date:** |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.