

Job Description

Job Title	:	Safeguarding Officer
Department	:	Programme
Location	:	Delhi/NCR
Direct reporting to	:	Chief Executive Officer
Traveling	:	40%

Railway Children India (RCI) is a section 8 company registered under the Companies Act 2013 (earlier section 25), with a vision to work towards a world where every child can thrive, away from a life on the street.

RCI endeavours to ensure that every child engaged through our programme, is offered a comprehensive, rights-based recovery and reintegration programme that promotes their safety, well-being and permanence.

Job Purpose:

Railway Children India (RCI) is seeking a committed Child Safeguarding Officer who is passionate about ensuring the safety and protection of children involved in its programmes. Reporting directly to the CEO, the Safeguarding Officer will play a pivotal role in implementing and monitoring child safeguarding measures across the organization. The incumbent will be responsible for conducting risk assessments and providing training and support to staff members and partners to uphold the highest standards of child safeguarding.

Roles and Responsibilities:

The Safeguarding Officer at Railway Children India (RCI) collaborates closely with the Programme Manager, Family Reintegration and Senior Programme Manager to ensure child safeguarding practices and procedures across all programmes. Implement robust safeguarding procedures and design training programmes for staff, volunteers, and partners. The Child Safeguarding Officer maintains incident records, ensuring confidentiality. Additionally, they monitor compliance through audits to uphold safeguarding policies effectively.

Key Functions:

- Develop and manage a national child safeguarding framework and a capacity building strategy that is in alignment with the safeguarding framework.
- Lead on the implementation of Railway Children's safeguarding policy and related procedures, with the support of the Senior Management Team.
- Ensuring all employees are familiar with and adhere to the Child safeguarding Policy. This includes inducting new staff. Capacity building/ Awareness raising activities on Child Safeguarding Policy.
- Report and discuss serious child safeguarding cases with CEO, Group safeguarding lead, Senior Programme Manager and Programme manager for appropriate guidance and escalation.

- Determine what response is necessary to address a safeguarding concern about a child or young adult.
- Refer cases of suspected abuse or allegations to concerned legal authorities.
- Record all relevant information on appropriate formats/ Templates
- Anticipate next steps when receiving a complaint, follow up with the Child Protection Inquiry Committee for the appropriate actions to be taken
- Keeping an up-to-date knowledge and understanding of the area of child protection, including attending appropriate training.
- Ensure that partners are compliant with their own safeguarding policy and procedures.
- Ensure accurate written records of referrals/concerns are stored securely and shared appropriately.
- Advocating the importance of Child Safeguarding to Employees (all types of employees including interns, Volunteers, Board of Directors, Partners)
- Ensuring with program teams to assess the child safeguarding risks within the organisation
- Promoting best safeguarding practice across the organisation and the partner programs.
- Ensuring Child Safeguarding Policy should be updated and reviewed periodically.

General duties

- Uphold and work within Railway Children India's policies and procedures.
- Conduct yourself in accordance with Railway Children India's Child Safeguarding Policy and Code of Conduct in professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children India's core values of Integrity, Bravery, Innovation and Effectiveness across the organization and partners.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

Job Specification

Qualifications

- A master's degree in social sciences or equivalent.
- Minimum of 4-5 years of relevant experience, with a focus on child rights and protection.
- Good understanding of the national and international child rights legal frameworks.
- Previous experience specifically in child protection and safeguarding is required.
- Demonstrated capability to manage multiple tasks efficiently.
- Solid understanding of child protection issues.
- Sensitivity to the rights of children, particularly regarding child protection and gender issues.
- Ability to work independently and collaboratively as part of a team.
- Strong interpersonal and communication skills for effective stakeholder engagement.
- Capacity to maintain composure and perform effectively under pressure.
- Willingness to undertake extensive fieldwork as required.

Compensation offered:

The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

Job Reference:

'Safeguarding Officer _RCI'

To Apply:

The eligible candidates may send their application along with a cover letter at meenu.chawla@railwaychildren.org.in. Please mention 'job reference' in subject line of application.

'At Railway Children India we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.'

Due to the high volume of applications often received, only those found suitable for the role will be contacted.