**Role Profile**

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| **Overview** |
| Role | Community Programme Officer  |
| Main Purpose | The main purpose of this job is to is to strengthen families, communities, and systems to resist recruitment in exploitative child labour. |
| Department | Programmes |
| Location | Karamoja-Abim, Kotodo & Napak |
| Reporting To | Community Programme Manager  |
| **Key Result Areas** |
| * Identification, monitoring, and routine assessment of 150 households critically vulnerable to exploitative child labour.
* Weekly reports (weekly program bullets and field Activity reports) completed and submitted.
* Monthly reports (Monthly Excel report and Narrative reports) completed and submitted.
* Community Gate Keeping mechanisms -Quarterly Reports from one Parish Community Child Protection committees in Karamoja
* Community Engagement-Trainings of Targeted 300 Caregivers in Positive Parenting training, child protection, community dialogues, legal outreaches and TIP sensitization and awareness sessions working and mentoring Trained TOTs.
* Co-ordinated community Referral and rescues
* Children Welfare club activities (Life Skills trainings, Recreational activities, and Interactive learning session); continual support and mentorship of CLA child committees, and CBTs in reaching out to vulnerable children.
* Support Apiculture, Agro-forestry and Block farming activities within 10 formed Self-help groups.
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| **Main Duties** |
| In -order to achieve the overall purpose of the community prevention programmes, Hope for Justice addresses the root causes of family separation that lead to exploitative child labour. The most common causes are; * Underlying poverty, famine, aggravated by family stress, peer pressure on children to seek opportunities for better life, culture attitudes that view children as economic assets and limited knowledge on Childrens’ rights.

**The overall objectives of the Program are.** * **SO1** Strengthened environment around, and improved resilience of, child and family to prevent and protect against exploitative Child labour.
* **SO2** Influenced socio-cultural norms in targeted communities to prevent and reduce exploitative Child labour.
* **SO3** Enhanced resilience and livelihoods of children and families who are vulnerable/victims of exploitative Child labour.
* **SO4** Influenced government policies and systems to address exploitative Child labour.

**Activities:** Hope for Justice uses multi-sectoral evidence-based activities to contribute to several objectives in appropriate context. As a Community Programme Officer, you will be expected to select approaches that reduce vulnerability to exploitative child labour and adapting learnings from previous implementation of similar programming. Below are the key activities.  **Co-ordination and Management*** Overall co-ordination and management of the prevention activities to ensure safe and secure communities for vulnerable children in Karamoja. The Community Programme Officer will be expected to use highly developed skills with personal organisation, priority setting, problem solving and report writing.
* Work with Economic Strengthening Trainers
* Adhering to Hope for Justice implementation and reporting procedures; Weekly Bullets, Activity Field reports, Monthly Narrative report, Monthly Excel Reports and Child Protection report. Community Programme Officer is expected to have good analytical skills with the ability to identify key points from complex material or information.
* Data protection: Community Programme Officers are expected to ensure efficient collection and protection of data. Community Programme Officers are expected to demonstrate personal integrity and ability to deal with sensitive issues with tact and diplomacy while maintaining complete discretion and confidentiality.

**Beneficiary Identification** * Collaborate with Local leadership structures in the identification of beneficiaries for the program, specifically through training on different tools including the Pre-identification, HVPT, HVAT, HNAT, ADVAT and HDPs, and follow up of project beneficiaries (Vulnerable children and their household members) to address identified gaps and needs subjected to annual assessment to facilitate phase out-graduation of households out of vulnerability.

**Economic Strengthening Activities** * Support Financial inclusion of Vulnerable Households through the formation, function and weekly support of financial activities by TUNADO.
* Build financial base of Vulnerable households through financial trainings; Block Farming, Apiculture, Agro-forestry and financial trainings.
* Support the identification, placement and follow up of Victims of Child labour in apprenticeship trainings to enable effective Youth inclusion in financial services and dignified employment.
* Promote Financial linkages to Private, Development agents, Extension workers to facilitate Vulnerable children and Household’s linkages to critical services.
* Support the sustainability of economic activities through legal registration of the Community Structures, linkages for available resources and promotion of community group growth through Co-operatives, Cluster Level Association and Federation Bodies.

**Family Strengthening*** Conduct social empowerment activities to Vulnerable children and Households through weekly trainings in Positive Parenting, Child Protection and Anti-trafficking and Slavery.
* Conduct community awareness raising campaigns on Child Protection and exploitative child labour with Trained Trainer of Trainers and Community Leaders through direct implementation, Mentorship and Training support sessions.
* Conduct community dialogues/ legal outreaches within Vulnerable communities to address complex community problems (Unsafe migration, exploitation and rights education) and access to critical services of Vulnerable children and Households.
* Conduct Home Visits to Vulnerable households for co-ordinated Psychosocial support

**Child Welfare Clubs:*** Support the formation of Community Welfare clubs
* Support the weekly training of Vulnerable children in Life Skills, Interactive Learning sessions, Children courts and sessions focused on knowledge and skill gaining for children on children’s rights, anti-trafficking and slavery, communication and others
* Support Children Peer to Peer Education through events at community and schools.
* In collaboration with the Local leadership Structures- Community Child Protection structures, Parents Role Models, Cluster Level Association, communities, schools and churches- support the delivery of age specific psychosocial services including Human Trafficking and Safe Migration messages, life skills, interactive learning sessions, counselling to ensure that all children, youth and their household members in need of psychosocial support receive a quality and holistic package of care at individual, family, and group level
* Collaborate with the Community Programs Manager in the development of relevant linkages with service level actors.

**Community Engagement on exploitative child labour, human trafficking, Safe Migration and child protection:*** In collaboration with other Child protection Stakeholder’s support community sensitization and awareness programs on anti-trafficking, safe migration and child protection.
* Carry out regular mapping and identify existing community support structures and informal organizations and systematically build their capacity in anti-trafficking, safe migration and child protection approaches and principles.
* In collaboration with the Community structures support both in-school and out of school age specific anti trafficking and child protection services that ensure that all children in need of protection and legal support receive a holistic package of care at individual, family, and group level.

**Community Gate Keeping Mechanism*** In collaboration with Community Trainers, other relevant stakeholders support local leadership structures and beneficiaries to rescue and appropriately refer for rehabilitation of victims of abuse and exploitation including exploitative child labour.
* Support community structures and local leadership to promote child protection, safety, dignity and justice for those that have suffered abuse.
* Support Monthly Village Community Child Protection Committee meeting
* Support Quarterly Parish Community Child Protection Committee meetings.

**Communication and Reporting**:* Collaborate with the MEAL Team in the development of reports, standards, protocols and dedicated reports related to Family strengthening and child protection. Accurate reports must be submitted on the 1st day of the preceding month.
* Ensure Group financial status reports-inventories, excel and narrative reports are timely and accurately submitted.
* Input all project data in Hope for Justice database regularly.
* Collaborate with the MEAL Officer and other staff in reporting and documenting both internal Hope for Justice weekly, monthly and annual reports as well as consistency checks of all field reports directly designated to you for the family strengthening objectives as required by the MEAL standards.
* Document lessons learned and best practices to inform strategies for Hope for Justice Prevention work.
* Participate in all staff meetings and present issues pertaining your work that need general attention of staff.
* Participate in regular supervision meetings with the Community Program Manager
* Complete other tasks as appropriate to your Role and as assigned by Community Program Manager.

**Networking and Representation*** Carry out regular mapping of critical service points in collaboration with the other project officers, Hope for Justice Community Programme Manager, Local leadership structures and other service actors in the region of operation to update and ensure consistent use of district level inventories for referral and effective coordination platform for all service partners within the district.
* Represent Hope for Justice in relevant district, county, sub county technical/coordination forums as need arises.

**General Duties*** Understand and uphold the standards outlined in the Hope for Justice Safeguarding policies, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with our work and reporting concerns if they do arise
* Undertake all activities in line with Hope for Justice core values of honoring, open, professional empowering, including promoting and advocating these to others.
* Ensure that Prevention activities develop and are implemented in line with Hope for Justices mandate, policies, procedures and country strategy, as well as with donor’s requirements and national policy.
* Travel to Hope for Justice field operations as and when required
* Undertake any other reasonable duties as directed by Line Manager
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| **Soft Skills** | **Technical Skills** |
| * Strong work ethic
* Excellent interpersonal, and communication skills
* Ability to work under pressure & time management
* Teamwork including the ability to establish and maintain effective working relationships with people of different cultural backgrounds.
* Leadership
* Negotiation & conflict resolution
* Self-motivation
* Decisiveness
* Flexibility
* Commercial awareness
* Listening & providing feedback
* Self confidence
* Positive attitude
* Empathy
* Emotional intelligence
* Personal integrity and ability to deal with sensitive issues with tact and diplomacy while maintaining complete discretion and confidentiality.
* Highly developed skills with personal organisation, priority setting, creative problem solving
* Good analytical skills with the ability to identify key points from complex material or information.
 | * Excellent inter-personal and communication skills
* Experience in training
* Good standard of ICT skills
* Project management
* Data analysis
* Information security
* Technical writing
* Social media experience
* Software proficiency
* Administration
* Writing reports
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| **Experience & Education** |
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| * Minimum of 3 years field experience working with communities, a good portion of the experience should be in a similar role.
* Bachelor’s degree in education, Community Psychology, Business Administration, Entrepreneurship, Social sciences and Development studies.
* A qualification in Project Planning and Management is an added advantage
* Knowledge of and commitment to child friendly and participatory data collection, storage, analysis & reporting.
* Child protection training
* Enterprise development skills training
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