

School Safety and DRR Support Officer Position Description

Reporting to:	Pacific School Safety Regional Lead	Work location:	Pacific, flexible
Department:	International Programs, Pacific Regional Program	Budget holder:	no
Team:	Pacific Coalition for the Advancement of School Safety (PCASS)	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

INTRODUCTION:

Save the Children International (SCI) is the world's largest independent child rights organization, making a difference to children's lives across 100+ countries. SC thematic areas include Education, Health, Child Protection, Disaster Risk Reduction, and Humanitarian Response.

The Pacific Coalition for the Advancement of School Safety (PCASS) programme (2022–2025) is funded by the New Zealand Ministry of Foreign Affairs and Trade. It brings together various stakeholders across the Pacific region to implement comprehensive school safety initiatives. This role supports Providing technical support and capacity-building to Pacific Island countries on Disaster Risk Reduction (DRR), school safety, and climate resilience.

ROLE PURPOSE:

The School Safety and DRR Support Officer will work closely with the Project Coordinator and the Regional Lead to provide technical support and capacity-building to stakeholders at national and regional levels. The role will focus on implementing training programs, strengthening technical capacities in Disaster Risk Reduction (DRR), and ensuring that Pacific schools are better prepared for disasters and risks. The officer will contribute to the delivery of Outputs 1 and 2 of the PCASS project, focusing on supporting school safety implementation across the region.

Here your skills will be valued

Role requirements

KEY AREAS OF ACCOUNTABILITY

1. Training and Capacity Building on DRR and School Safety

- Develop and implement tailored training programs on DRR and comprehensive school safety for stakeholders, including teachers, school administrators, education ministries, and local communities.
- Organize capacity-building workshops focused on strengthening technical skills in risk assessment, emergency preparedness, school disaster management, and safety protocols.
- Collaborate with national governments and regional bodies to ensure training materials are adapted to local contexts and needs.
- Support the creation of training tools, manuals, and guidelines to facilitate the institutionalization of DRR and school safety practices.
- Assist in the delivery of technical assistance to countries to ensure their school safety policies and plans align with the Sendai Framework for Disaster Risk Reduction and the Framework for Resilient Development in the Pacific (FRDP).

2. Technical Support to Stakeholders

- Provide ongoing technical support to ministries of education, school leaders in the development and implementation of school disaster risk management plans.
- Collaborate with the Project Coordinator and Regional Lead to ensure that technical resources, including toolkits and guides, are accessible and effectively utilized by stakeholders.
- Provide guidance on the use of school safety self-assessment digital app for structural safety of schools, working with local authorities and engineers to improve school facilities where necessary.
- Support Pacific Island countries in monitoring and evaluating the effectiveness of their school safety and DRR initiatives, providing recommendations for improvements where needed.

3. Support for Policy Development and Advocacy

- Assist in the development of national and regional policies that support comprehensive school safety, disaster risk reduction, and climate resilience.
- Work closely with the Advocacy, MEL and Communications Coordinator to advocate for the integration of DRR and safety measures into education sector plans and policies at the national level.
- Contribute to the development of advocacy materials that highlight the importance of DRR and school safety, using evidence from project outcomes to influence policymakers.
- Participate in key regional forums and meetings to promote school safety practices and share lessons learned from PCASS project activities.

4. Monitoring, Evaluation, and Learning (MEL)

- Support the development of monitoring and evaluation tools to track the progress and impact of DRR and school safety initiatives.
- Contribute to periodic evaluations of training programs, collecting feedback from participants to enhance the effectiveness of capacity-building efforts.
- Assist in preparing project reports, capturing key achievements, and documenting best practices for regional dissemination.
- Work with the Project Coordinator to capture lessons learned from training and technical support activities, ensuring continuous improvement of DRR and school safety interventions.

5. Knowledge Sharing and Engagement

- Support knowledge sharing among Pacific Island countries, ensuring the dissemination of successful DRR strategies and school safety interventions.
- Organize and facilitate peer-learning exchanges and virtual knowledge-sharing events to strengthen the capacity of regional stakeholders.
- Develop content for case studies and success stories that showcase the impact of training and technical support on school safety and disaster risk reduction.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family

- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- At least 1 year of experience in DRR, school safety, or capacity-building roles, ideally within an NGO or regional development context.
- Demonstrated experience in developing and delivering training programs on DRR and school safety.
- Technical knowledge of school safety standards, DRR frameworks (e.g., Sendai Framework), and emergency preparedness planning.
- Strong organizational skills with the ability to manage multiple training events and technical support initiatives simultaneously.
- Excellent interpersonal and communication skills, with the ability to engage and collaborate with diverse stakeholders.
- Proficiency in MS Office and other relevant software for training and reporting.

Desirable knowledge or experience

- Experience working in the Pacific region or with education-related DRR initiatives.
- Familiarity with regional education and safety frameworks such as PacREF or the Framework for Resilient Development in the Pacific.
- Experience in working with government ministries and local authorities on DRR and school safety policy development.

Required qualifications and/or accreditations

- Bachelor's degree in Disaster Risk Reduction, Education, Social Science, or a related field.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required **Travel:** Some travel in the Pacific required

Working with Children Check: Required **Assets:** Laptop