

CHILD PROTECTION COORDINATOR



JOB DESCRIPTION

DATE APPROVED: JULY 2026

Employer:	Adara Development (Nepal)
Location:	Humla District
Employment status:	Full time
Reports to:	Youth and Child Protection Projects Manager

OVERALL JOB GOAL

To coordinate and support the implementation and continuous improvement of child protection systems across Adara's Nepal programmes, ensuring children are safe, heard, and protected from harm through effective prevention, reporting, and response mechanisms embedded within schools and communities.

KEY RESPONSIBILITIES

1. Programme Implementation & Coordination

- Coordinate the implementation of Adara's child protection programming across schools and communities in line with programme plans and strategies.
- Support the adaptation and continuous improvement of tools and approaches based on field experience and feedback
- Ensure programming aligns with Adara's strategy, safeguarding standards, and government frameworks
- Collect and track data on programme activities, outputs, and emerging risks, in line with agreed tools and processes
- Use data and feedback from schools and communities to inform day-to-day improvements in implementation
- Work closely with the Impact team and Manager to reflect on progress and adapt approaches as needed

2. Build and strengthen safe school systems

- Support the establishment and strengthening of holistic school-based child protection systems, including codes of conduct, reporting pathways, and inclusive practices
- Strengthen the capacity of schools to prevent, identify, and respond to child protection risks
- Ensure safe, child-centred reporting and response processes are in place and functioning
- Support effective referral pathways and coordination with relevant services
- Identify and support school-based child safeguarding focal persons, building their capacity to lead and sustain safeguarding efforts
- Support schools to embed safeguarding into everyday practice, moving from policy to consistent implementation

3. Deliver and oversee capacity building

- Deliver training and ongoing coaching to teachers, school leaders, and communities to strengthen safeguarding practice
- Promote positive discipline, inclusive practices, and child-centred approaches

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- Drive sustained behaviour change through ongoing coaching, and practical tools

4. Deliver student safety and empowerment work

- Design and implement student safeguarding sessions, tailored by age group
- Ensure children are informed, confident, and able to seek help when needed
- Promote meaningful child participation in shaping safe school environments
- Strengthen safe platforms (e.g. child clubs) for children to raise concerns and contribute to solutions

5. Strengthen community and government systems

- Lead engagement with rural municipality child focal persons
- Provide technical support to local government on child protection policies
- Facilitate community-led prevention and awareness campaigns (e.g. trafficking, child marriage) through youth/child clubs

6. Safeguarding Culture & Risk Management

- Promote a strong, organisation-wide culture of safeguarding as everyday practice
- Ensure adherence to safeguarding standards across staff, partners, and schools
- Proactively identify and respond to emerging child protection risks

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree (or equivalent experience) in social work, education, international development, or a related field
- Minimum 3 years' experience working with children and young people, ideally with child protection or safeguarding responsibilities
- Experience working with schools, communities, and/or local government structures
- Experience facilitating training and participatory workshops with diverse groups
- Experience in child protection case management and referral processes preferred
- Strong understanding of child protection risks in Nepal or similar contexts (e.g. child marriage, trafficking, exploitation)
- Experience working in remote or resource-constrained settings desirable

KEY COMPETENCIES

- Strong commitment to child rights, safeguarding, and respectful engagement with communities
- Skilled facilitator with strong communication and influencing ability
- Sound judgement, with strong analytical and problem-solving skills in sensitive situations
- Practical and solutions-focused, with strong follow-through
- Well-organised, able to manage priorities and meet deadlines
- Adaptable and resilient, with willingness to work in remote and challenging environments
- Proficient in MS Office
- Excellent in the local language (Humli) and should be fluent in speaking and writing Nepali and English. Knowledge of Tibetan would be an advantage.
- Willingness to live and work in a remote place - like Humla and Ghyangfedi

KEY CONTACTS

- **Internal Contacts**
 - Youth Project Coordinator
 - Director of Remote Community Development

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- Impact Team
 - **External Contacts**
 - Partner Schools and communities
 - Rural Municipalities

The Adara Group is a child safe organisation.