



# International Children's Services Adviser



Protecting Children. Providing Solutions.

[www.wearelumos.org](http://www.wearelumos.org)



## Introduction

Thank you for your interest in working with Lumos.

This is a really exciting time in our development and if you join us you will be helping to deliver our ambitious plans for the future.

Across the globe, an estimated eight million children live in institutions and orphanages. At least 80% are not orphans but are separated from families. They are deprived of the close, loving adult engagement a family provides; their physical, intellectual and emotional development is harmed; and they are exposed to significant risk of abuse and neglect. These are some of the world's most disadvantaged children.

At Lumos, an international NGO founded by J.K. Rowling, and the UK 2015 Charity of the Year, we believe this is a solvable problem. We have developed a model of 'deinstitutionalisation' to support countries to reform child care and protection systems based on institutions and replace them with health, education and social care services which keep families together in the community.

We promote deinstitutionalisation at the international level, working with the UN, the EU, Governments and the World Bank, focusing particularly on international aid as a driver for reform. We work closely with the EU and other donors to ensure that aid is used to support the transition from institutional systems to services for children and families in the community, not to build or renovate institutions.

We support governments with expertise and skills, ranging from interventions to save the lives of children facing premature death to the complex financial mechanisms needed to ensure their limited resources are used to achieve reform. We run demonstration projects to prove that reform is achievable for all children, can be scaled up across the nation and is sustainable. Lumos has teams in Moldova, Bulgaria, the Czech Republic, Haiti and Colombia. We also work with authorities in Ukraine and run projects in Greece and Russia and have offices in Brussels, New York and Washington D.C.

Finally, and most importantly, we work with children and their families, protecting children from serious harm and undertaking the complex and sensitive work needed for the preparation of children to move institutions; to achieve family reunification; or to prevent the separation of children from families and their admissions to institutions. We also ensure that children and young people participate in opportunities to promote effective deinstitutionalisation and support our advocacy.

## **ADDITIONAL INFORMATION – International Children’s Services Adviser**

### **Lumos Mission**

To end the institutionalisation of children worldwide by 2050.

### **Lumos Vision**

A world in which all children have the opportunity to grow up and thrive in a safe and caring family or, where there is no alternative, in specialist placements that meet all their needs, respect their rights and ensure they can fulfil their potential.

### **The Problem**

Across the globe, millions of children are separated from their families and placed in institutions and orphanages, which harm their development, subject them to increased risk of all forms of abuse and severely reduce their future life opportunities.

### **The Solution**

Lumos seeks to address this issue by closing down institutions and ensuring that the children currently living in them are moved to family or community based placements.

Lumos works to develop a range of community-based services which prevent children going into institutions by supporting families to care for their own children and where children cannot be cared for in their own families helping to develop the foster care and small group specialised services they require.

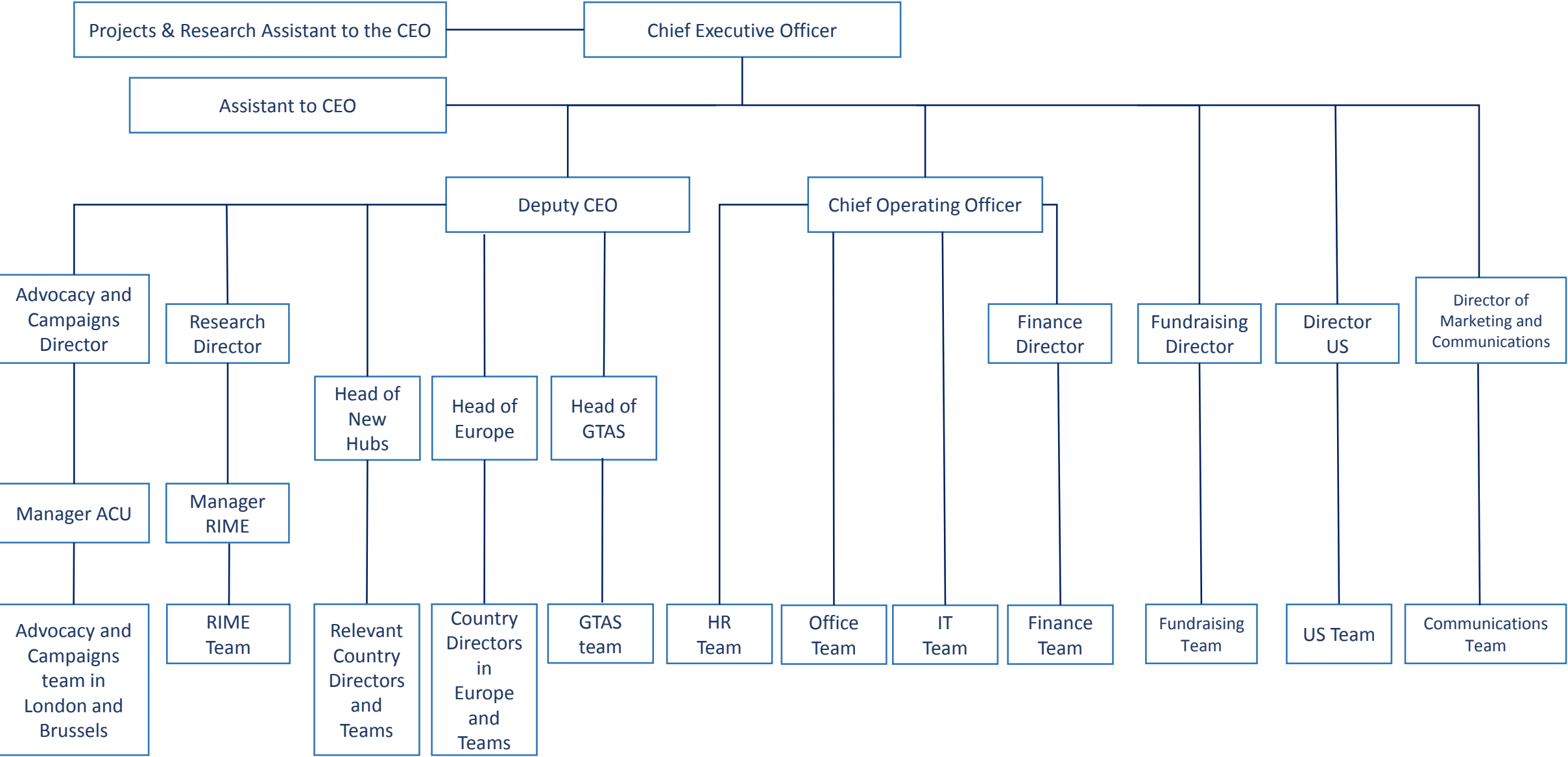
We complement our programmatic activities with high-level advocacy to influence policy, practice and funding, technical and training support, research and targeted campaigns.

### **Moving Forward**

Lumos has worked in Eastern Europe since 2005, accomplishing significant results across country demonstration programmes in Moldova, Czech Republic and Bulgaria. Lumos has provided assistance to many other countries in the region including developing and supporting National Action Plans for deinstitutionalisation, developing a range of services for children and managing emergency concerns preventing severe harm and fatality to hundreds of individual children.

Having demonstrated successfully that deinstitutionalisation is achievable for every child, no matter what their level of need, the challenge is now for Lumos to promote family based and/or specialised small-scale care for all children worldwide.

We started working in Haiti in 2015 and are building a regional hub in the Latin America and Caribbean region (LAC), having recently expanded into Colombia. Over the next few years, Lumos will develop a number of other regional hubs providing a range of Lumos specialist services adapted to each region.





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## JOB DESCRIPTION

### Job Description

**Job Title:** International Children's Services Adviser

**Contract:** Permanent (Fixed term arrangement may also be considered)

**Location:** Central London – New Office Location TBC, with occasional travel.

**Responsible To:** Deinstitutionalisation Support Manager

### About Lumos

Imagine being separated from your parents, simply because they were poor. Imagine being vulnerable, alone and at risk of abuse. Imagine not having a choice – or a voice. This is the reality for at least 8 million children around the world living in harmful orphanages and other institutions. Shockingly, 80% of these children are not even orphans; they have at least one living parent.

An overwhelming body of evidence shows that the institutionalisation of children has a negative impact on their physical, emotional and intellectual development, which results in dramatically reduced life chances.

Lumos, the international organisation founded by J.K. Rowling, has the solution to change the future for these vulnerable children. Lumos' mission is to end the institutionalisation of children by 2050 and protect children from trafficking, abuse and exploitation. We do this by transforming education, health and social care systems for children and their families and helping children move from institutions to family and community-based care.

This is an exciting time for Lumos. We are at a pivotal moment in our global development as we expand and widen the delivery of our mission. Lumos is in the process of rolling out a strategy to establish seven regional hubs across the world, through which our four pillars of deinstitutionalisation (DI) will be implemented, which are: demonstration country programmes;

### Background to Role

Deinstitutionalisation (DI) is an all-encompassing process involving the closure of child care institutions, the development of community-based services to support families, the transition of children into family and community-based care settings, the prevention of family separation, and many other related areas such as the transfer of resources, workforce development, communications, etc. Developing technical expertise across the world in all aspects of the DI process, in different contexts, is essential if Lumos is to achieve its strategic goals. It is in this context that the Global Training and Advisory Services (GTAS) Unit exists.

GTAS provides technical expertise and training to a wide variety of stakeholders in all aspects of the DI process. This ranges from supporting senior stakeholder in government to plan for reform, through to working directly with practitioners to help prepare children and their families to return home.

In order to respond to demand from across the world, GTAS provides targeted and bespoke support to meet specific needs, such as tailored technical advice and study visits, as well as more 'open-access' support available to a broader group, such as annual training courses in DI and online learning.

GTAS develops and delivers training courses, technical advice, study visits, resources and tools to increase knowledge at different stages of the DI process. GTAS support involves areas as diverse as trafficking prevention, the assessment and preparation of children for transition, the transfer of financial resources in child care systems and the Lumos 10 elements approach to DI. Some examples of GTAS' work in the last year have included:

- The development of a risk assessment publication in the Czech Republic containing tools for social workers to assist them in assessing whether or not it is safe for children to live with their families.
- A bespoke course in Russia on working with young people with challenging behaviour.
- A study visit in the UK for the Ukraine Government to better understand UK children's services.
- An Easy Read publication for children in Haiti to prepare them for the transition from an orphanage to family-based care.
- A train-the-trainer programme run across six countries in Europe, and eight countries in Latin America and the Caribbean, in modules as diverse as child participation, foster care, child protection, leaving care, and family support and parenting programmes.

The GTAS Unit houses a range of expertise in different aspects of the reform process. This includes a core team of technical trainers and technical advisers based in HQ; regionally-based trainers and technical advisers; experts from Lumos' country demonstration programmes and other departments and external consultants who can provide specific technical skills.

Lumos plans to establish a distinct Technical Team, within the GTAS Unit, which will consist of all technical personnel. Lumos is looking to recruit an International Children's Services Adviser to be part of this team. Those with backgrounds in social work, inclusive education, disability services, health services for vulnerable children, alternative care, family preservation projects, community services, etc, are encouraged to apply.

We do not expect that the candidate will have expertise in *all* areas of the DI process, but would ask that they are able to demonstrate expertise in one or more of technical areas related to these processes.

### **Job Purpose**

The International Children's Services Adviser supports internal programme teams, as well as external stakeholders, including governments, civil society and service providers, that are considering or are going through the process of DI and the design of family and community-based services which facilitate family strengthening. This support is provided through training, technical advice and the development of technical resources and toolkits.

### **Job Objectives**

- 1. The planning, organisation, design and delivery of training, technical advice, study visits and technical resources.**
  - To design and deliver training in technical areas related to DI / family and community-based services which facilitate family strengthening.
  - To provide remote or in-person technical advice in areas related to DI / family and community-based services which facilitate family strengthening.
  - To plan, organise and implement inter-country study visits for governments and organisational representatives that are working on DI and family strengthening services.
  - To lead the development of technical resources and toolkits related to DI and family and community-based services which facilitate family strengthening.
  - To support the development of online learning materials.
  - In coordination with other GTAS colleagues, supporting and advising Lumos staff on ways to enhance their technical understanding of DI.
  - Ensuring GTAS training and technical materials are appropriate to the technical needs of the geographical regions and cultural contexts in which Lumos is working.
- 2. Supporting experts, consultants and programmes teams in delivering GTAS objectives and achieving Lumos' mission.**
  - Supporting the DI Support Manager to identify and source internal experts and external consultants to deliver training, technical advice, study visits and to develop technical resources and toolkits.
  - To provide advice, support and capacity building of internal Lumos experts to effectively plan, organise and deliver training, technical advice, manage study visits and develop technical resources and toolkits.
  - Quality assuring training materials, technical advice, study visits, resources and toolkits developed within GTAS and by other Lumos teams.
  - Supporting the implementation of the Lumos Safeguarding Policy and child protection procedures.
- 3. Supporting the development and smooth running of the GTAS Unit.**
  - Ensuring training, technical support and study visits are properly documented and evaluated for future learning.
  - As required, to manage budgets and other aspects of financial management.
  - To work collaboratively with the GTAS Coordination Team in the planning, documenting, monitoring and evaluation of all training, technical advice, study visits and technical resources and toolkits.
  - To work collaboratively with the GTAS Coordination Team in the development of legal agreements related to external training, technical advice, study visits and technical resources and toolkits.
  - To work collaboratively with GTAS Coordination Team colleagues in the sourcing and hiring or translators, interpreters and other ancillary support services which support the design and delivery of training, technical advice, study visits and technical resources and toolkits.
  - In coordination with other GTAS colleagues, to support the mapping and documentation of external DI-related resources with a view to creating an online DI knowledge portal, as well as using the information for other purposes.
  - Anticipating operational challenges and mitigating risks; and trouble-shooting problems if/when they arise to ensure sustainable solutions.
  - Other tasks as appropriate and as required by the role.

## Person Specification

### *Essential*

- At least 5 years' experience of working in DI or family strengthening, or in related areas (such as health and social care, child protection and safeguarding and/or inclusive education, etc) in a trainer, technical or practitioner position.
- Possessing specific areas of technical expertise related to DI within children's services.
- A proven track record of child protection and safeguarding.
- A proven track record of delivering training and/or technical advice.
- Good IT skills (ability to use Microsoft packages such as Word, Excel etc).
- Excellent written and oral communication skills
- Excellent inter-personal skills.
- Ability to work flexibly in changing situations and to meet tight deadlines.
- Possessing an entrepreneurial and solution-focussed work-ethic.
- Commitment to Lumos' mission.
- Willingness to travel both nationally and internationally.

### *Desirable*

- Experience of working in DI in low-income country contexts and/or emergency contexts.
- Experience of managing training programmes.
- Experience of using online methods to deliver training and/or technical advice.
- Proficiency in languages other than English.
- Experience of working in multi-cultural contexts.
- Experience of developing and managing budgets.





## RECRUITMENT PROCESS

**Closing Date: 26th November 2017**

**Interviews week beginning 11<sup>th</sup> December 2017**

### **How to Apply:-**

To apply please submit the following documents:

- A supporting statement highlighting how your skills and experience meet the person specification (two pages maximum)
- Your CV, stating your current salary details.
- Details of two referees, including a recent employer (to be consulted at the later stage of recruitment)

Please email to Nav Johal at [jobs@wearelumos.org](mailto:jobs@wearelumos.org). If you have any further enquiries, please contact Nav Johal, HR Officer on +44 (0) 20 7253 6464.

- Lumos is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the DBS.
- Lumos is an equal opportunities employer.
- Lumos requests no agencies please.

All applicants must have an existing right to work in the UK.

**With a view to minimising our administration costs, unfortunately we are only able to contact those candidates that have been shortlisted for interview.**



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EIN: 47-2301085

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