

AVI Position Description –

POSITION TITLE: Safeguarding Prevention and Response Lead	CLASSIFICATION: Band 4	PROGRAM: AVI	DATE: July 2026
LOCATION: Australia	REPORTS TO: Safeguarding and Assurance Manager	POSITIONS REPORTING TO THIS ONE: none	
ORGANISATION AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific and the world. AVI believes in self-determination with locally owned and led change. We work for a peaceful, sustainable and just world by partnering with people and organisations to share skills, knowledge and experience to achieve the positive change and development goals they seek. As an international development not-for-profit with 150 staff, AVI has offices in Melbourne and 22 countries internationally supporting students, volunteers and mentors in 28 developing countries. AVI is a managing contractor for DFAT with \$195m under management, predominantly under the Australian Volunteers Program.			
VALUES: We expect all our employees demonstrate the ability to uphold AVI Values through behaviour, leadership, and projects. Our Values are: Equity and Social Justice; Diversity and Inclusion; Integrity; Partnership; Solidarity; and Respect.			
KEY OBJECTIVE: This role will proactively provide safeguarding prevention advice, guidance, response and support. As the primary contact for safeguarding (child protection and Protection of Sexual Exploitation, Abuse and Harassment - PSEAH) this role will lead incident response and management including supporting DFAT reporting obligations.			
ACCOUNTABILITIES			
KEY RESULT AREA	KEY ACTIVITIES	PERFORMANCE MEASURES	
Incident Management	- Report and lead incident investigations for child protection and PSEAH incidents within DFAT and AVI reporting timeframes. - Oversee complex, high risk and sensitive Child Protection and PSEAH investigations across diverse service and geographical locations. - Prepare final Child Protection and PSEAH investigation incident reports and service improvement activities for internal governance and external stakeholders. - Ensure investigations are trauma informed, culturally safe, timely and defensible.	Incidents are managed in a timely fashion, in line with DFAT’s obligations	

Safeguarding	• Lead program-wide safeguarding incident management processes. • Lead, report and investigate safeguarding concerns in accordance with organisational and regulatory protocols. • Lead child protection and PSEAH service improvement initiatives to enhance organisational learning and outcomes for people and communities. • Provide clear, high-quality insights and advice to leadership • Build trusted partnerships that support learning, accountability and continuous improvement. • Liaise with internal teams and external bodies to support quality and safeguarding outcomes. • Guide responses to serious incidents, safeguarding matters and systemic safeguarding risks.	• AVI meets its obligations with DFAT in relation to safeguarding
Team Work	• Develop and maintain proactive and productive working relationships with both internal and external stakeholders • Communicate information as appropriate with relevant team members and to ensure they have up-to-date information • Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise. • Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of AVI	• Mutually respectful and collaborative working relationships within and between teams • Feedback from stakeholders
KEY CHALLENGES Effective management of multiple concurrent projects and competing priorities.		

RELATIONSHIPS AND INTERACTIONS: Internal • Safeguarding and Assurance Manager • Global Safeguarding Coordinators • Safeguarding Focal Points • Global Risk and Security Adviser • Operations Support Manager • Deputy Program Director, Overseas Programming • Deputy Program Director, Program Performance. • Program Director • Australian Volunteers Program leadership team and staff in Australia and across 21 overseas offices External • DFAT staff	PHYSICAL DIMENSIONS: This role requires the ability to: • Sit or stand for long periods, as well as regular bending, crouching and reaching. • Use an appropriate lifting technique to manually handle office files and items. • Operate a computer accommodating reasonable adjustments. • React to a display (computer screen) throughout the workday. • Use a telephone within reasonable adjustments (including use of headset).
DECISION MAKING: Under the direction of the Safeguarding and Assurance Manager, the Safeguarding Prevention and Response Lead has accountability and responsibility for leading safeguarding response across the Australian Volunteers Program.	POSITION DIMENSIONS: This role will be responsible for 0 direct reports
KNOWLEDGE AND EXPERIENCE REQUIREMENTS Experience, Skills & Attributes • Relevant tertiary qualification and or equivalent demonstrated work experience • Proven experience supporting compliance with DFAT requirements • Demonstrated experience and knowledge on issues related to the protection and care of children and vulnerable adults in both Australian and international contexts, in workplace and service delivery setting • Demonstrated experience working across numerous geographic and cross-cultural teams • Successful track record of stakeholder management • Understanding of and commitment to Equal Opportunity, Workplace Health & Safety, Child Protection, Preventing Sexual Exploitation, Abuse and Harassment (PSEAH), and Privacy Principles • Sound knowledge of, and commitment to the underpinning values, goals and objectives of AVI Knowledge and demonstrated experience: • Demonstrated ability to respond to a variety of complex issues in a consistent and effective manner using sound problem solving capability • A sound understanding of safeguarding principles and incident management frameworks Root Cause Analysis (RCA) and trauma informed practice.	

- Proficiency in incident management processes within an aid funded program (preferably a DFAT funded program), Disability, Aged Care, Children Protection Services, education or health sectors
- High level verbal and written communication skills together with well-developed administration and organisational skills

Qualifications

- Relevant tertiary qualification, specialist training in government investigations or safeguarding investigations and/or equivalent demonstrated work experience
- Experience working within not for profit or mission driven organisations.

ADDITIONAL REQUIREMENTS:

- In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role
- This role may require some work outside of regular hours
- Understanding of, and commitment to, EEO and privacy principles
- An offer of employment to this role may be subject to satisfactory criminal record and working with children checks. This may include require appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last ten (10) years
- Continued employment may be subject to additional security checks from time-to-time.