

## JOB DESCRIPTION

### Project Coordinator, Safeguarding Audit Implementation & Framework Development

The German Swiss International School (GSIS) in Hong Kong is one of the city's leading international schools, offering high-quality, holistic education to a diverse student body of approximately 1,300 students, supported by 240 dedicated faculty and staff. Established as a non-profit organisation, GSIS operates under a unique governance model with affiliation to the German government, reflecting its deep-rooted commitment to educational excellence and international cooperation. The school is structured into two distinct Streams—German and English— providing pathways to the German International Abitur and the I/GCSE & IBDP qualifications, respectively.

GSIS is a value-driven institution that empowers its multicultural community through a positive, inclusive, and academically rigorous environment. Rooted in both German and English educational traditions, the school nurtures global citizens who are well-prepared to thrive in an interconnected world. We are now inviting applications for the following position, commencing in **April 2026**.

#### **Project Coordinator, Safeguarding Audit Implementation & Framework Development (April 2026 – December 2026)**

GSIS is seeking a highly organised and delivery-focused Project Coordinator to lead the implementation of our Safeguarding Action Plan and establishing safeguarding framework. This is an execution-oriented role. You will not necessarily be acting as the daily Child Protection Officer; rather, you will be responsible for building the infrastructure, overhauling systems, and project-managing the rollout of compliance measures across a school of approximately 1300 students and 500 total staff (including payroll, outsourced, and ECA personnel).

The position reports directly to the Chief Administrative Officer and works closely with the Head of German International Stream and Head of English International Stream.

#### **Key project deliverables & responsibilities**

##### **Project Governance & Action Plan Execution**

- Transform the existing recommendations from the 2025 International Child Protection Advisors (ICPA) audit into a structured, time-bound, and budgeted Safeguarding Action Plan.
- Formalize the school's Safeguarding Committee, defining its membership and mandate, and facilitating termly meetings to track project milestones.
- Provide regular progress reports to the Senior Leadership Team and the Designated

Safeguarding Board Members.

### **Policy Development & Rollout**

- Project-manage the drafting, approval, and publication of critical missing policies.
- Coordinate the annual review of the Child Safeguarding Policy (CSP) and ensure it is published on the school website and translated into relevant languages.
- Implement a system to ensure all staff (payroll and outsourced) sign the Staff Code of Conduct (CoC) annually.

### **HR Systems & Safer Recruitment Engineering**

- Partner with the HR department to overhaul the legacy GSIS Recruitment Policy.
- Design and implement a robust Single Central Record (SCR) database to ensure zero gaps in background checks (including SCRC and international checks) and references for all existing legacy staff, new hires, and ECA providers.
- Establish formal risk assessment workflows within the HR recruitment process for managing delays in background clearances.

### **Training Infrastructure & Data Management**

- Build and deploy a centralized training register database to track safeguarding training attendance for all ~500 individuals on campus.
- Coordinate the logistics of rolling out targeted refresher training for historically overlooked groups, including outsourced bus drivers, catering staff, cleaners, and facilities teams.
- Oversee the full technical and operational embedding of CPOMS as the central case management system, transitioning counsellors and staff away from vulnerable paper records and local digital files.

### **Facilities, Operations, & Vendor Compliance**

- Standardize contractual agreements with third-party service providers (bus, cleaning, catering) to legally mandate their compliance with the GSIS CSP, Code of Conduct, and background checking requirements.
- Implement modernized, proactive safeguarding communications for visitors at the campus gates.

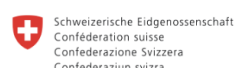
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## **Qualifications**

- Bachelor's degree in Education, Social Work, Psychology, Public Policy, Human Resources, or a related field.
- Formal training or certification in child safeguarding / child protection, such as:
  - NSPCC Designated Safeguarding Lead (DSL) or equivalent
  - Level 3 Safeguarding Certification (or higher)
  - International Child Protection (ICPA) training desirable

Strong understanding of international safeguarding standards (e.g., COBIS, CIS, ICPA, UK KCSIE) and best-practice frameworks for schools and youth environments

## **Experience**



- **Project Management Expertise:** Proven track record in project management, specifically in complex operations, compliance, or organizational change.
- **5-8 years of project or program management experience,** ideally in schools, education groups, NGOs, or social services.
- Proven experience **turning audit recommendations into actionable project plans** (time-bound, budgeted, milestone-based).
- Ability to manage **complex, multi-stakeholder projects** involving HR, operations, leadership teams, and external vendors.
- Demonstrated skill in:
  - Workflow design
  - Process mapping
  - Policy implementation
  - Risk management
- Familiarity with project management software/tools

## Competencies

- **Stakeholder Management:** Exceptional ability to drive change across diverse departments (HR, Facilities, Academic streams, and external vendors) without necessarily having direct line-management authority over them.
- **Intercultural communication:** outstanding written and verbal English communication skills. German and Cantonese language and cultural understanding are considered an asset.

***GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks including employment history and reference checks, criminal record checks and child protection screening will be conducted to safeguard all students at GSIS. The successful candidate will also be required to attend in-house child protection and safeguarding training and sign a Code of Conduct.***

## What we offer

GSIS offers a competitive salary and 20 days' annual leave. Staff bus transportation between Central and the Peak Campus (subject to availability), and meals at our in-house cafeteria are offered at reduced prices. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

Our employees work in an environment of high trust where they are afforded responsibility without unnecessary micro-management. Professional development and continuous learning are actively encouraged and financially supported. We welcome candidates who show a commitment to continuous development and are willing to contribute to wider school activities.

You will be working with excellent students with outstanding academic results. You can see the impressive results on our website at <https://www.gsis.edu.hk/en/school-life/news-and-events/news/>.

## How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal <https://www.gsis.edu.hk/en/about-us/careers/job-openings>. Personal data collected will be used for recruitment purposes only.

Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful.