CANDIDATE INFORMATION SHEET
Global Fleet Manager

THE ROLE
This is a full-time and 2-year fixed term position that will see extensive travel to all our global programmes. All costs associated with work travel and accommodation will be borne by MAG.

LOCATION OF WORK
This is a 'roving' role, and we anticipate that the post-holder will travel extensively to MAG programmes. This is likely to be for around 60% to 70% of the working time in the role.

MAG will consider applications from individuals located in any country. We ask that all candidates clearly set out in their application which country they currently reside in and where they would like to be based with MAG. We will discuss the specifics of location of work with candidates shortlisted for interview. This may include discussion on whether the individual would be willing and able to relocate, for example to a MAG programme location.

Candidates should also note that MAG currently holds the UK's sponsorship license, which enables us to relocate candidates to the UK if both parties agree for this to be explored.

THE BENEFITS PACKAGE

Remuneration
The starting salary will be £37,104 per year, with a £4,600 Annual Travel Allowance in addition to this. MAG has a system of incremental pay increases, up to a limit, based on length of service in the role. We will discuss the specifics of the terms and conditions of employment with shortlisted candidates at interview.

Other International Benefits



Leave: Leave Entitlement: Annual leave entitlement starts at 6 weeks per year and increases with service to 8 weeks per year

We also offer paid sick leave, and the amount of the entitlement increases with service. Once you've been with MAG for two years, you're entitled to 13 weeks. MAG also has policies on compassionate leave, emergency family leave and other family friendly leave, including maternity, paternity and adoption leave.



Other benefits:

Insurance: MAG provides personal accident insurance, life assurance and medical and repatriation insurance for all international staff.

Employee Assistance Programme (EAP): MAG offers free access to an EAP provider, a service providing 24/7 confidential support and expert advice on a wide range of issues.

Specific terms and conditions of employment may vary dependant on the location the sucessful candidate is based in. We will discuss this in more detail with the sucessful candidate.

OTHER TERMS

Working Hours: There are no fixed hours of work.

Probation: The postholder will be subject to a six-month probationary period.

APPOINTMENT AND BACKGROUND CHECKS

MAG is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of the communities with whom MAG engages. MAG expects all staff to share this commitment through our Policy on Personal Conduct. We place a high priority on ensuring that only those who share and demonstrate our commitment to Safeguarding are recruited to work for us.

All post holders with MAG will undertake the appropriate level of training and are responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include police / criminal record and anti- terrorism checks.

You can access a copy of MAG's Background Checks Policy here. You can find out more about our commitment to Safeguarding here.

References: All offers of employment will be subject to the receipt of professional references which cover your last three years of employment, and are satisfactory to MAG (and where appropriate for the role, verification of your professional membership and qualifications). MAG requires references from your two most recent organisations, and which cover the entirety of the last three years of employment. Your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you.

MAG also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Further information on MAG's reference checking process will be provided to the successful candidate.

Police/Criminal Records Check: In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a Police/Criminal Records check. This role has been identified as requiring such a check on appointment, and once every three years during employment. You will also be required to make a criminal record self-disclosure on appointment. Further information on MAG's police/criminal records check process will be provided to the successful candidate.

Responding to a Criminal Conviction: MAG will not discriminate unfairly on the basis of a conviction or other information revealed, and is committed to equal opportunities in employment. Declaration or discovery of a criminal history will not automatically preclude a person from being or remaining employed.

Anti-Terrorism: To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

Medical clearance: MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post. All offers of employment will be subject to medical clearance and the successful candidate will be required to complete a medical form.

Data Protection: MAG is an international organisation with programmes worldwide, many outside the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection of personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of

application for employment. All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

APPLICATION AND SELECTION

Response Instructions: Application is by completed application form. This document should be submitted to humanresources@maginternational.org by the closing date of Sunday 27th March. Please ensure that you include detail on where you would like to be based

Interview Arrangements: Interviews will be held via Microsoft Teams. If you have been shortlisted you will be contacted by email to confirm interview arrangements. If you have not been contacted within three weeks of the closing date, you should assume that your application has not been successful.