Job Specification: Safeguarding Manager

Department: People and Culture
Scale: UK 4
Line managed by: Safeguarding Lead
Location: Manchester affiliated

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

Job Purpose:

Working alongside the Safeguarding Lead, the Safeguarding Manager will support the implementation of safeguarding best practice across the organisation, ensuring MAG is not just compliant, but exceeds sector standards. The post holder will work with SMiCs (senior managers in charge), department heads/leads, HR teams, Safeguarding focal points and will focus on capacity building, continuous learning, survivor support and ensuring that across the organisation, staff are encouraged and feel empowered to report.

Job Description:

Expert support:
The Safeguarding Manager (SGM) works with senior management teams and focal points to ensure that there is a good understanding of safeguarding across MAG, mechanisms for reporting are understood and response is appropriate when reports are received.

The SGM supports implementation of safeguarding standards across all aspects of MAG and works with:

- HR teams across the organisation, ensuring all aspects of HR policy and procedure are supportive of good safeguarding practice including integration of safeguarding standards throughout the employment cycle
- SG/HR Managers/investigation teams to respond to allegations and plan, manage and support investigations relating to safeguarding. Including professional advice/support relating to response, to senior managers and HR teams at MAG sites worldwide, whilst also taking into consideration the potential risks to personal safety for those involved
- Country Programme teams to establish and manage culturally and contextually appropriate reporting mechanisms for staff at all levels and for those who come into contact with our work
- Government Relationships and Partnerships team and the Country Programme teams to ensure that the safeguarding elements of the partners' due diligence checklist are met, and that support is provided to partners where necessary
- Country Programme teams to ensure that safeguarding awareness raising, and complaints mechanisms are in place for communities
- Procurement and Logistics team to ensure that there is good safeguarding practice across MAG's supply chains
- Communications and Fundraising teams to ensure that appropriate safeguards are included in all promotional materials, volunteers are aware of safeguarding issues and that training is conducted on the use of images and informed consent.

Continuous learning:
As MAG strives towards excellence in its safeguarding practice, the SGM:

- Supports the continual improvement of MAG's safeguarding strategy, policies and practice, sharing areas of best practice and identifying where improvements are required
- Supports the publication, dissemination and implementation of policies, procedures and best practice
- Monitors progress against safeguarding activities as defined in the Safeguarding work plan and dashboards and provide support where gaps have been identified. This may include producing reports/updates to managers, donors or the Charity Commission on progress and on case handling
- Through MAG's Safeguarding Register provides analysis of any incidents reported and identify any emerging trends to allow mitigations to be developed
- Supports programmes to conduct reviews and lessons learnt exercises. Implement recommended actions following any incident. Work with colleagues to incorporate best practice and contribute to MAG's overall risk management

Survivor support:
MAG takes the duty of care of individuals very seriously and the SGM is responsible, with stake holders, for ensuring our safeguarding framework puts survivors central to our response, both in policy and practice

Stakeholder engagement:

- Represent MAG at appropriate sector events
- Build and maintain internal and external relationships that will support safeguarding compliance at MAG
- Keep abreast of best practice to ensure that MAG's policies and approaches are appropriate and sufficient

All UK staff are expected to undertake the following general duties;

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Experience of working in a safeguarding position, preferably in an International NGO setting
- Experience of supporting, designing and delivering safeguarding training for a range of audiences
- Experience of conducting investigations and resolving safeguarding issues
- Experience of identifying and mitigating risks

Essential Skills and Knowledge

- In depth and up-to-date knowledge of sector attitudes towards safeguarding and related areas
- Strong organisational skills with the ability to manage and prioritize workload
- Strong communication skills, especially active listening, strong facilitation, and presentation skills and including excellent written and spoken English
- Ability to work collaboratively with a wide range of stakeholders and influence using a variety of different

styles, considering cultural differences

Essential Aptitude

- Demonstrable interest and commitment in working to prevent sexual exploitation, abuse, and harassment
- Demonstrable interest in working with survivors of safeguarding incidents
- Empathy for the challenges, survivors face in reporting and the pressures an investigation places on all stakeholders, including the alleged perpetrator and management
- The ability to demonstrate integrity throughout the decision-making process
- The ability to develop and maintain positive working relationships and to work in an inclusive and collaborative manner with internal and external stakeholders
- Able to demonstrate sound judgement based on evidence, knowledge and understanding
- Encourages positivity and has a solution-focused, proactive, and optimistic approach to work
- Interest in and commitment to MAG's humanitarian mandate
- Ability and willingness to travel internationally sometimes at short notice

Desirable

- Experience of dealing with high profile safeguarding issues, including crisis management
- Experience of working in the safeguarding of vulnerable adults and children
- Relevant second language skills – i.e. French or Arabic

Reviewed in January 2022

Signed employee:	**Date:**
Signed manager:	**Date:**