

JOB DESCRIPTION: Global Safeguarding Advisor

2 year fixed-term contract

Part 1: JOB PROFILE

Job Title: Global Safeguarding Advisor

Job Holder: (Vacant)

Updated: November 2018

1 MAIN PURPOSE OF JOB

This is a new role that has been created to support the effective implementation of The Leprosy Mission's safeguarding policies and procedures globally. It is a cross-organisational role that involves providing information, training and support on safeguarding issues to Members of the Global Fellowship and, if necessary, their partner organisations globally.

It is expected the post holder will keep up to date on emerging issues and regulations, and advise the Global Fellowship on best practice.

It will promote timely reporting of issues and ensure that investigations are effectively coordinated and reported internally and also to relevant bodies.

It will be a resource for investigations where appropriate and will test regulatory compliance of our policy and procedures.

2. POSITION IN ORGANISATION

- Reports to the Head of Quality Assurance, TLM International
- Member of Safeguarding Steering Group

3 SCOPE OF JOB

- Safe Programmes
- Safe People
- Policy and Strategy
- Case Management
- Stakeholder Engagement

4 DIMENSIONS & LIMITS OF AUTHORITY

- External relationships - within the INGO sector, non-TLM implementing partners, funding partners, Charity Commission and other regulators/enforcement groups
- Internal relationships – across the whole of the Global Fellowship with ability to interface at all levels including developing strong working relationships with our members, internal safeguarding officers and if required overseas partners taking account of cultural differences.
- Responsible for safeguarding budget (travel, training and consultancy)
- Ability to invoke TLM's safeguarding procedures without authorisation

JOB DESCRIPTION: Global Safeguarding Advisor

2 year fixed-term contract

- Extensive global travel (approximately 20 weeks per annum) which on occasion could be without notice.
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5 QUALIFICATIONS AND SKILL LEVEL

- Educated to degree or equivalent work experience
 - Excellent interpersonal skills including proven experience of influencing decision makers at all levels.
 - Excellent knowledge of safeguarding issues and good practice, and its regulatory framework
 - The ability to communicate with clarity and credibility on paper and face-to-face
 - 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
 - Ability to network and work cross-culturally with sensitivity, face-to-face and on conference calls
 - Able to demonstrate sound judgement based on evidence, knowledge and understanding
 - Encourages positivity and has a solution-focused, proactive and optimistic approach to work
 - Ability to prioritise work, meet deadlines and work under pressure
 - Excellent IT skills, with intermediate PowerPoint skills and good working knowledge of general office applications
 - This job carries an occupational requirement for a practising Christian, as the jobholder is required to produce resources that reflect TLM as a faith-based organisation
 - Ability to work across all faiths.
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6. PROVEN ABILITY REQUIRED

- Experience of working in a safeguarding position, preferably in an International NGO setting
- Experience of designing and delivering safeguarding training for a range of audiences
- Experience of creating, developing and implementing high quality policies, procedures and guidelines in a complex, diverse organization
- Experience of conducting investigations and resolving complex safeguarding issues
- Experience of managing projects with multiple stakeholders

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2 year fixed-term contract

Part 2: DUTIES & KEY RESPONSIBILITIES

DUTIES AND KEY RESPONSIBILITIES

Safe Programmes

40%

- Support Country Leaders, Programmes and HR staff to implement policies and develop safe programmes and projects where the rights of beneficiaries, vulnerable people, staff and partners are sufficiently prioritised.
- Support country programmes to establish and manage culturally and contextually appropriate reporting lines to ensure full accountability through rigorous reporting and complaints mechanisms.
- Work with the strategic partnerships and programmes teams to ensure that safeguarding good practice takes place in all TLM partners.
- Work with the programmes and finance teams to help ensure good safeguarding practice in TLM's supply chains.
- Work with the communications and fundraising teams to ensure that appropriate safeguards are made in all promotional materials.

Safe People

30%

- Work with HR teams and country programmes to ensure that all aspects of HR policy and procedure are supportive of good safeguarding practice including ensuring that safeguards are integrated throughout the employment cycle.
- Design and deliver training to a range of staff worldwide to raise awareness of safeguarding and case management.
- Work with Country Leaders to help develop an organisational culture which is supportive of good safeguarding practice.
- Lead and support activities that contribute to the development of our people and the promotion of good practice relating to safeguarding in all aspects of TLM's work.

Policy and Strategy

10%

- Support the continual improvement of TLM's safeguarding policies and practice, identifying and sharing areas of best practice and where improvements are required.
- Manage the publication, dissemination and availability of safeguarding policies and procedures.

Case Management

10%

- Ensure that appropriate investigations into current or historic incidents are reported
- Provide pragmatic advice to TLM staff on matters relating to safeguarding policy and practice
- Support, mentor and coach leaders to develop case management capabilities and confidence across the organisation

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2 year fixed-term contract

- Manage TLM's Safeguarding Register and provide analysis of any incidents reported and identify any emerging trends to allow mitigations to be developed

Stakeholder Engagement

10%

- Lead and coordinate the process of internal reporting (TLM International Board of Trustees) and external reporting (including but not limited to the Charity Commission and institutional donors)
- Liaise with TLM International Management and Board of Trustees to escalate appropriate issues
- Produce good quality written reports for a range of internal and external audiences
- Represent TLM at appropriate sector events
- Develop and conduct regular review of TLM's reporting obligations to the Charity Commission and institutional donors to ensure full accountability. Recommend any necessary changes to TLM policy
- Keep abreast of industry best practice to ensure that TLM's policies and approaches are appropriate and sufficient.

Safeguarding Statement

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.

To undertake any other reasonable duties as required.

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Part 3: Person Specification – Global Safeguarding Advisor

Attributes	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Educated to degree level or higher or equivalent experience. 	<ul style="list-style-type: none"> • Master's degree in related discipline.
Experience and Knowledge	<ul style="list-style-type: none"> • At least 4 years extensive experience of working in a safeguarding position, across a global organization, including a good understanding of all areas of safeguarding, preferably in an International NGO setting. • Experience of designing and delivering culturally sensitive safeguarding training materials, and communications and capacity-building programs for a range of audiences. • Experience of creating, developing and implementing high quality policies, procedures and guidelines in a complex, diverse organization. • Experience of conducting investigations and managing the process of resolving complex safeguarding issues. • Experience of safeguarding 360 knowhow (including prevention, policies, case management, education, creating a culture, reporting, inclusive of after care and support) • Strong and up-to-date understanding of safeguarding donor requirements. • Experience of managing projects with multiple stakeholders. 	<ul style="list-style-type: none"> • International Development or charity sector experience. • Comprehensive understanding of working within an international development context. • Experience of living or working in a developing country. • A strong experience in engaging with key global and regional safeguarding forums.
Skills and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal skills including proven experience of influencing decision makers at all levels. • Excellent knowledge of safeguarding issues and good practice, and its regulatory framework • The ability to communicate with clarity and credibility on paper and face-to-face • 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 	<ul style="list-style-type: none"> • Ability to speak another language(s) relevant to the programme countries.

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2 year fixed-term contract**

	<p>internal and external stakeholders.</p> <ul style="list-style-type: none"> • Ability to network and work cross-culturally with sensitivity, face-to-face and on conference calls • Able to demonstrate sound judgement based on evidence, knowledge and understanding • Encourages positivity and has a solution-focused, proactive and optimistic approach to work • Ability to prioritise work, meet deadlines and work under pressure • Excellent IT skills, with intermediate PowerPoint skills and good working knowledge of general office applications • Self-starter - able to work without close supervision. 	
<p>Other</p>	<ul style="list-style-type: none"> • This job carries an occupational requirement for a practising Christian, as the jobholder is required to produce resources that reflect TLM as a faith-based organisation • Ability to work across all faiths. • Ability to travel very frequently globally (approximately 20 weeks per annum) which on occasion could be without notice. • Show strong commitment and fully support policies and procedures for the safeguarding of children, young people, and vulnerable adults. 	