

# Job Description

<b>Job title</b>		Global Safeguarding Manager
<b>Team</b>		Global Resources Department
<b>Contract type</b>		Fixed Term – 2 years, full time
<b>Direct reports</b>		Nil
<b>Reporting to</b>		Global Resources Director
<b>Location</b>		Hybrid - London Head Office and remote
<b>Hours of work</b>		34.5 hours per week
<b>Annual leave</b>		26 days annual leave, plus bank holidays. Further leave will accrue after two years of service up to a maximum of 30 days.
<b>Salary</b>		Circa £45,000 (dependent on experience)

## Our vision

Our vision is a world where every working animal lives a healthy and valued life.

## Our mission

Our mission is to transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

## Summary of role

The Global Safeguarding Manager is responsible for setting the direction of SPANA's global safeguarding, safety and security. The role will also provide guidance and advice across SPANA's country programmes and partners, and, when required provide input to the People & Safeguarding Committee (Board level). The role will lead on the delivery of SPANA's Safeguarding and Duty of Care Frameworks, which following an independent review, has been fully revised ready for roll-out.

Key relationships: SLT, Country Directors, Safeguarding focal points, SPANA project colleagues and partners.

## Key responsibilities

### SAFEGUARDING

- Assess internal safeguarding reporting and response measures and readiness; coordinate periodic internal/external audits of safeguarding practice across key programme activities.
- Support the HR Department in ensuring staff are aware of their responsibilities for safeguarding through the design and delivery of inductions and annual training plans.
- Manage the implementation of organisation-wide safeguarding policies and procedures.
- Create contextualised national level duty of care frameworks in each SPANA programme country in collaboration with Global Programmes and Country Offices.
- Monitor current and new SPANA project/partner initiatives to proactively identify risks to the safeguarding practices; work with staff to craft appropriate solutions and mitigation.
- Serve as or provide technical guidance to an identified safeguarding focal point leading the investigation of safeguarding cases that arise in any Programmes or initiatives.

### INCIDENT MANAGEMENT

- Responsible for the incident management process and to put into practice the required environment necessary for a robust management response and actions when dealing with allegations made.
- Ensures that processes follow international standards and best practice considering principles such as do-no harm, survivor/victim-centered approaches and safeguard fair, respectful and transparent processes for all involved including subjects of complaints.
- Ensures learning is captured, shared and utilised across the Federation via management and the internal safeguarding and asset protection networks.

### DUTY OF CARE




- Work with SPANA leadership to ensure Duty of Care accountability mechanisms and make clear roles and responsibilities of teams and staff.
- Help to promote highly effective Security awareness practices, ensuring that the Safety and Security process and culture are embedded within SPANA.
- Receive and consider reports on key issues arising from safety and security risk registers, Incident reports, and safety and security related audits.
- Investigate or guide investigation of security incidence or occurrence with high organisational impact.
- Report or escalate to the SLT any security issues that will need guidance or execution authority.
- Assist in the development of office-specific S&S onboarding materials, ensuring the provision of S&S briefings to new staff and covered persons.
- Manage and monitor SPANA international travel within SPANA's risk appetite and ensuring within our insurance agreement.
- Ensure staff understand the protocol for travel arrangements and to manage our relationship with our travel agent provider.
- Responsible for implementing and meeting UK Health and Safety requirements.

### COMPLIANCE

- Ensure compliance of safeguarding and duty of care policies ensuring system in place for tracking, monitoring, and highlighting non-compliance.
- Ensure regulatory compliance related to safeguarding, duty of care and health and safety.
- In cooperation with the GRD, responsible for updating any changes on accounting policy for the charity sector.

**This is not an exhaustive list, and the post holder may be requested to perform other tasks not stated above, but within the scope of the position.**

# PERSON SPECIFICATION

<p><b>Knowledge, Training &amp; Qualifications</b></p> 	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Strong experience working in a safeguarding capacity in an NGO, or practitioner experience of working in a related area such as gender-based violence or protection.</li><li>• Strong commitment to gender equality, anti-racism, anti-discrimination, decolonisation, and social justice.</li></ul>
<p><b>Experience</b></p> 	<ul style="list-style-type: none"><li>• Experience of implementing related policies and processes globally.</li><li>• Experience conducting and managing safeguarding investigations.</li><li>• Experience working with leadership and trustees or Board of Directors in building a safe and inclusive culture in organisations.</li></ul>
<p><b>Skills &amp; Attributes</b></p> 	<ul style="list-style-type: none"><li>• User-centered, creative problem solver.</li><li>• Demonstrated empathy, communication, listening and interpersonal skills when working with adults, young people, and children.</li><li>• Excellent team player with ability to work independently and in collaboration with colleagues across departments and external stakeholders.</li><li>• Excellent interpersonal and organisational skills.</li><li>• Strong commitment to SPANA'S mission, purpose, and values.</li><li>• Resilience, determination, and outcome focus.</li><li>• French speaking (desirable).</li></ul>