

## Job Description

**JOB TITLE:** Safety & Security Manager

**LOCATION:** London

**RESPONSIBLE TO:** Prince's Trust UK (PTUK) Head of Health, Safety and Workplace Management with dotted line to The King's Trust International (KTI) Senior Head of Finance

**RESPONSIBLE FOR:** N/A

## About The King's Trust International

Founded by HM The King, our Royal Founding President, to tackle the global crisis of youth unemployment, King's Trust International (formerly Prince's Trust International) has been supporting young people worldwide since 2015.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, work and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Asia, Africa, Caribbean and the Americas, the Middle East and Europe.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

King's Trust International is committed to representing, at all levels, the global communities, and young people that we serve. We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

## Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, work and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our website for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people. [The King's Trust International](#)

## Context of the Role

This role is split 50:50 between work for the Prince's Trust UK to advise on physical, international travel and events security and The King's Trust International on health, safety and security.

Whilst scoping out new areas of work internationally, developing new models and supporting delivery partners in country, we take the health, safety and security of our staff and the young people we are ultimately reaching very seriously.

The international aspects of this role are designed to support the organisation in the development and implementation of best practice in Health, Safety and Security (HSS), ensuring that KTI meets its duty of care and is legally compliant. The postholder will support senior management with suitable advice,

information and tools which enable individuals and the organisation to deliver its core business and fulfil its responsibilities, while promoting, interpreting, implementing and influencing KTI's Health, Safety and Security values.

## **Key Relationships**

- KTI Programmes Team
- Project Partners, in-country stakeholders, employers, and potential partners
- Head of International Safeguarding
- KTI Health and Safety Committee
- PTUK Head of Health, Safety and Workplace Management
- PTUK Senior Head of Risk
- PTUK Head of Property
- PTUK Health & Safety Team and Centre Management Team
- Prince's Trust Events Team
- Other King's Trust International Head Office Functions and Departments as required.

## **Key Areas of Responsibility**

1. To influence, advise and support KTI staff to promote HSS management and culture, including:
  - Supervising and assisting with the development and maintenance of country and programme/project risk assessments.
  - Providing timely, accurate and helpful advice during all stages of programme and project development and operational delivery – establishing themselves as the KTI's 'go-to' person for HSS support.
  - Providing accurate clear guidance to staff concerning their roles and responsibilities ensuring there is unambiguous information available to them across the spectrum of risk e.g. travel safety and health, personal safety, well-being, fire and accommodation safety and security, lone working, etc.
  - Inputting specialist advice to the KTI incident management plan and incident management response including conducting a regional business continuity exercise.
  - Working with the Senior Head of Finance, Trust Senior Head of Risk, and our joint insurance broker, ensure that cover is in place to reflect the KTI travel needs and kidnap and ransom cover.
2. Provide and communicate relevant and up to date information to KTI in an accessible format, by:
  - Reviewing existing information and tools to ensure relevance, proportionality and practicality.
  - Maintaining information on the KTI shared drive ensuring that the information is to a high standard, easily accessible and understood; that the presentation of the material is user friendly; and that the site is kept current, updated and uncluttered.
  - Update HS&S library revisions when there is a significant change in the security environment.
  - Inform key stakeholders of any areas of concern, non-adherence, or potential or suspected violations of KTI policy
3. Monitor and measure KTI HSS performance, through:
  - Gathering, analysing and reporting on the performance of the KTI's HSS systems, ensuring their suitability in providing KTI with adequate performance indicators, such as completion of Training, Risk Assessments and Incident Reporting.
  - Providing timely reports to management of training; incidents from KTI's overseas and UK activities using the KTI's incident reporting procedures.
  - Investigating significant incidents and trends to identify root cause and mitigations.
  - Maintaining current input into the KTI corporate and HSS risk register.
4. Advise on and deliver HSS training and briefings, by:
  - Providing clear instruction to KTI staff on what course they are required to attend in line with their roles and responsibilities. This should comprise of mandatory and recommended courses which are attended every 3-4 years.

- Monitoring H&S training course provision for contents, delivery, satisfaction and relevance, ensuring relevant courses are available in-house or can be provided by approved contractors.
  - Dependant on risk environment provide written or verbal pre-departure travel briefings to staff.
5. Coordinate and assess external service providers, through:
- Identifying areas where the KTI would benefit from external input for HSS projects, such as external HSS intelligence, training, audit & review, revision of information, etc.
  - Procuring and coordinating input by external HSS contractors and manage their day-to-day activities.
  - Act as Point of contact and HSS membership, information and subscription services, ISOS, GISF, Key Travel, Click Travel (new travel agency).

This role is split 50:50 with work for the Prince's Trust UK to advise on physical, travel and events security:

### **The Prince's Trust UK (50%)**

6. Provide guidance and advice on Trust physical security by:
- Assisting the PT design team with guidance on building requirements with regards to new centres, delivery spaces and refurbishments (physical building design and layouts).
  - Advising on CCTV and security systems and ensuring safe systems of work.
  - Advising on terrorism and business interruption matters, e.g. Protect Duty.
  - Support the Health, Safety and Workplace Management team with guidance, processes security matters, establishing physical security standards and controls.
  - Undertaken security audits to identify vulnerabilities and mitigate risks.
  - Work with the Police external agencies, external security agencies and regulatory authorities to help address security incidents and emergencies.
  - Disseminate critical security Alerts and manage internal comms network
7. Provide guidance and advice on Trust travel safety by:
- Establishing appropriate standards and controls.
  - Implementing and managing travel security-related compliance.
8. Provide guidance and advice on Trust events security by:
- Recommending event security measures, ensuring all parties are aware of requirements at flagship events.
9. Contribute to wider discussions within Estates, Health, and Safety, Safeguarding and Risk management around people safety and security concerns.
10. Keep updated on legislation and best practice, by
- Attendance at external professional meetings.
  - Agreed programme of continued professional development.

## Person Specification

Criteria	Essential	Why is this needed?	How will this be assessed?	
<b>Skills and Knowledge</b>	NEBOSH Certificate, with significant practical experience	Essential technical knowledge to advise successfully at senior levels	S	
	Security qualification or significant experience in an international context	Essential technical knowledge to advise successfully at senior levels	S	
	Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers and stakeholders including from different countries and cultures	Ability to advise, guide and influence across a range of organisations and at a range of different levels.	S, I	
<b>Experience</b>	Significant experience of successfully delivering advice and guidance on a range of health, safety and security matters	Demonstrating theoretical knowledge in practice	S, I	
	Experience of working or advising on health (COVID-19), safety and security matters overseas	To ensure the health and safety of staff during the time of pandemic, with tailored responses in different countries; to demonstrate understanding of a range of different security matters.	S, I	
	Experience of gathering and analysing data and reporting to senior management	To enable strong reporting to back up guidance	S, I	
	Experience of training staff in health, safety and security matters	To ensure staff understand their own risks and responsibilities and adhere to protocols	S, I	
	Experience of dealing with key strategic donors and partners standards, including DFID & FCDO	To ensure that our systems and processes are aligned to government regulatory standards	S, I	
	<b>Aptitude</b>	Willingness to travel and work in challenging environments	To travel overseas, subject to government guidance, to work with delivery partners	I
		Ability to demonstrate understanding and empathy	Understanding the challenging nature of working overseas and the potential impact on staff wellbeing	I

	Ability to work on own initiative to achieve agreed aims and objectives and find solutions to problems	Sole technical advisor in PTI	I
	Ability to stay calm and work effectively under pressure, demonstrating resilience in challenging situations and locations	Key contact during times of security emergencies	I

S = shortlist



I = interview

Criteria	Desirable	Why is this needed?
<b>Skills and Knowledge</b>	NEBOSH Diploma in H&S and CMIOSH	Demonstrating additional technical knowledge and experience
	Bachelor's degree in political science, Security, or related field and/or 3 years of experience in security, global physical security, or related field OR 3 years of experience in international security, or a related field	Demonstrating additional technical knowledge and experience
<b>Experience</b>	Undertaking investigations using root cause analysis	To gain deeper understanding of the cause of any incidents and improve learning.

## WHAT DO WE EXPECT FROM YOU?

### OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 <b>Youth-centred</b>	 <b>Nurturing partnerships</b>	 <b>Impact</b>	 <b>Diversity</b>	 <b>Honesty</b>	 <b>Integrity</b>
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

Here at The King's Trust International, we are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.






### THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure Having a criminal record will not automatically exclude applicants.

## OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 <p><b>Effective communicators</b></p>	 <p><b>Approachable</b></p>	 <p><b>Solution-oriented</b></p>	 <p><b>Inclusive</b></p>	 <p><b>Emotionally intelligent &amp; resilient</b></p>
<p>We demonstrate an open, honest, jargon-free and clear communication style to build rapport and nurture partnerships with internal and external stakeholders.</p> <p>We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples' safety is at the centre of our work and never compromised.</p> <p>We value the importance of transparency, honest feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.</p>	<p>We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us.</p> <p>We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.</p>	<p>We focus our energy on enabling solutions to the challenges we meet.</p> <p>We demonstrate leadership by owning our work, taking responsibility for our actions and pro-actively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for.</p> <p>We support our partners, colleagues and youth in solving problems and delivering impactful programmes.</p> <p>We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.</p>	<p>We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships.</p> <p>We actively invest in rapport building with all stakeholders and strive to support team work internally and externally.</p> <p>We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.</p>	<p>We nurture awareness and reflection, including being mindful of self-biases, cultural differences, as well as our own and other people's circumstances.</p> <p>We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically.</p> <p>We build resilience to risk, making mistakes as a way of learning.</p> <p>We celebrate creativity, curiosity, eagerness to learn and open-mindedness.</p>