

JOB DESCRIPTION

JOB TITLE: Head of Safeguarding

LOCATION: Ideally based in London, our office is in Regents Park, however other UK based locations will be considered.

RESPONSIBLE TO: Director of Delivery and Impact

RESPONSIBLE FOR: Safeguarding Advisor

HOURS: Full-time – 35 hours per week (Hybrid, with at least 2 days in the office)

PAY BAND: Band 3 Technical Lead/Head of Function - £38,419 - £40,000 (+ London weighting of £4,000 if London based).

About 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, earn and thrive.

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

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.

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

King's Trust International (KTI) 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. [Prince's Trust International](#)

Context of the role

The role of Head of Safeguarding will sit as part of our Delivery and Impact Team. KTI works with children and young people aged 11-35. The delivery of our programmes with partners across education, employability and entrepreneurship are designed to support young people to reach their full potential. KTI also develops bespoke programmes and offers consultancy support.

As we grow organisationally and in greater depth with partners worldwide, this role will play a key part in ensuring that KTI builds a strong risk management culture to operate effectively and safely.

The role will co-ordinate, align and deliver a strategic and operational response international safeguarding requirements for KTI.

Harm towards children and young people is a global issue, and can include physical and emotional abuse, neglect and exploitation, sexual abuse and other forms of gender-based violence. We recognise that the impact of experiencing such harm has significant and long-term consequences that can create barriers to an individual reaching their full potential.

Travel:

There will be a requirement for planned international travel (frequency to be agreed in line with the operational requirements) to countries where KTI operates. Some UK travel for Safeguarding training and advisory input to the relevant Programme Team meetings is required.

In the event of a critical safeguarding incident overseas, there may be a need to travel internationally at very short notice.

Key Relationships:

- Senior Leadership Team
- Programme and Safeguarding Committee
- PTUK wider Safeguarding Team
- KTI Risk, Audit and Finance Committee
- KTI Safety and Security Manager
- Trustees
- Safeguarding Advisor

Key Areas of Responsibility:

Safeguarding

1. Develop and support a working culture in which the safeguarding of children and young people and other vulnerable groups is at the core of organisational thinking, and programme design and delivery. Lead and co-ordinate on the process and practice of donor compliance reporting, with a particular focus on developing a future response to FCDO UK Aid and other institutional donors' safeguarding requirements.
2. Design and develop in collaboration with the Programmes team, capacity building and training tools and materials for our partners that are culturally adaptable, and relevant to the delivery context, inclusive of the on-line training materials for the Partner Portal. Ensuring the implementation of key safeguarding policies, procedures and processes.
3. Ensure the design and delivery of safeguarding training internally to staff, volunteers, Board Trustees, and external stakeholders including our network of delivery partners.

4. Prepare and present strategic safeguarding papers to the Senior Leadership Team, Programme and Safeguarding Committee, and Board of Trustees.
5. Lead on the management of KTI's risk register, providing strategic insight to Trustees on the status of risks, controls, and mitigations across KTI, including quarterly updates to the Risk, Audit and Finance Committee; advice to the Senior Leadership Team and Trustees on further development of our risk methodology; and support to colleagues in the assessment and management of risk.
6. Lead on investigating any reported safeguarding incidents; providing full reports on actions and lessons learned, including professional advice and support to delivery partners. Act as the point of contact for our Whistleblower policy and co-ordinate any necessary investigations with appropriate teams.
7. Be the safeguarding link with Bond safeguarding working groups and other sector safeguarding forums.
8. Work with the People Partner to ensure all safeguarding components of safer recruitment and employment lifecycle are implemented and aligned.
9. Support with the safeguarding and risk considerations for young people's travel at KTI events, leading this approach and producing guidance and processes fit for purpose.
10. Line management of the Safeguarding Advisor.

General

11. Responsible for leading, managing and developing outstanding teams and colleagues within your remit with clear responsibilities, sub-targets, and accountability.
12. Support the finance team in preparing, monitoring, and reviewing financial budgets, forecasting and planning in relation to areas of responsibility.
13. Other tasks as assigned and as the role develops.

Person Specification

Criteria	Essential	Desirable
Qualifications, Skills & Knowledge	Educated to degree level or equivalent in child/human rights, sociology or related discipline or significant experience of working internationally in protection or related area.	Knowledge of risk management, compliance and assurance processes
	Good knowledge and understanding of the key issues in safeguarding in the international sector.	
	Excellent written and oral skills and the ability to communicate with clarity and precision.	
	Proven and effective project management skills.	
	Strong interpersonal, influencing and effective negotiation skills.	
Experience	Practical experience of designing and developing capacity building tools for diverse audiences.	Direct experience of working with delivery partners in international settings.
	Strong experience of working in organisations working with vulnerable groups in international settings.	Experience in communicating to and influencing organisational leadership.
	Experience of developing and delivering training	Knowledge of the King's Trust and its work

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.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
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	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

			achieve their full potential		
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We are committed to equality, diversity and inclusion and strive to have a workforce that is representative of the communities we serve, with a workforce diverse in age, gender identity, sexual orientation, physical or mental ability, ethnicity, gender and socio-economic backgrounds. 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 NOW (Network of Women), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.






THE WELFARE OF OUR YOUNG PEOPLE

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 and the interagency misconduct disclosure scheme. 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.

 Effective communicators	 Approachable	 Solution-oriented	 Inclusive	 Emotionally intelligent & resilient
<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</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</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</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</p>

<p>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>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>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>mistakes as a way of learning.</p> <p>We celebrate creativity, curiosity, eagerness to learn and open-mindedness.</p>
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