



<b>JOB TITLE:</b>	Safeguarding Manager
<b>DEPARTMENT:</b>	People Department
<b>HOURS:</b>	Full time, 37.5 hours a week
<b>LENGTH OF CONTRACT:</b>	Fixed Term Contract - 12 months (maternity cover)
<b>LOCATION:</b>	London – Hybrid 2 days per week London Office.
<b>REPORTS TO (JOB TITLE):</b>	Director of People
<b>SALARY:</b>	Salary: £52,866.48 per annum Internal salary grade: 16.1
<b>BENEFITS:</b>	<p>28 days' annual holiday entitlement (pro rata for part time staff) plus Public/Bank Holidays.</p> <p>MSF UK currently provides an employer pension contribution of 10% of salary after 3 months continuous employment.</p> <p>Access to independent, free and confidential 24/7 advice on a range of issues, including personal relationships, mental health, bereavement, finances, childcare or work-related issues.</p> <p>Cycle Scheme or Bike Loans available.</p> <p>Group Life insurance currently set at a minimum of 4x basic salary.</p>

#### **JOB PURPOSE**

MSF UK/IE is committed to providing a safe and inclusive environment for all staff and for everyone that comes into contact with the charity. The Safeguarding Manager is the focal point for our efforts both leading and assuring delivery within MSF UK/IE and working in collaboration across the MSF movement with key partners and sections to advance and support the development of safeguarding within MSF.

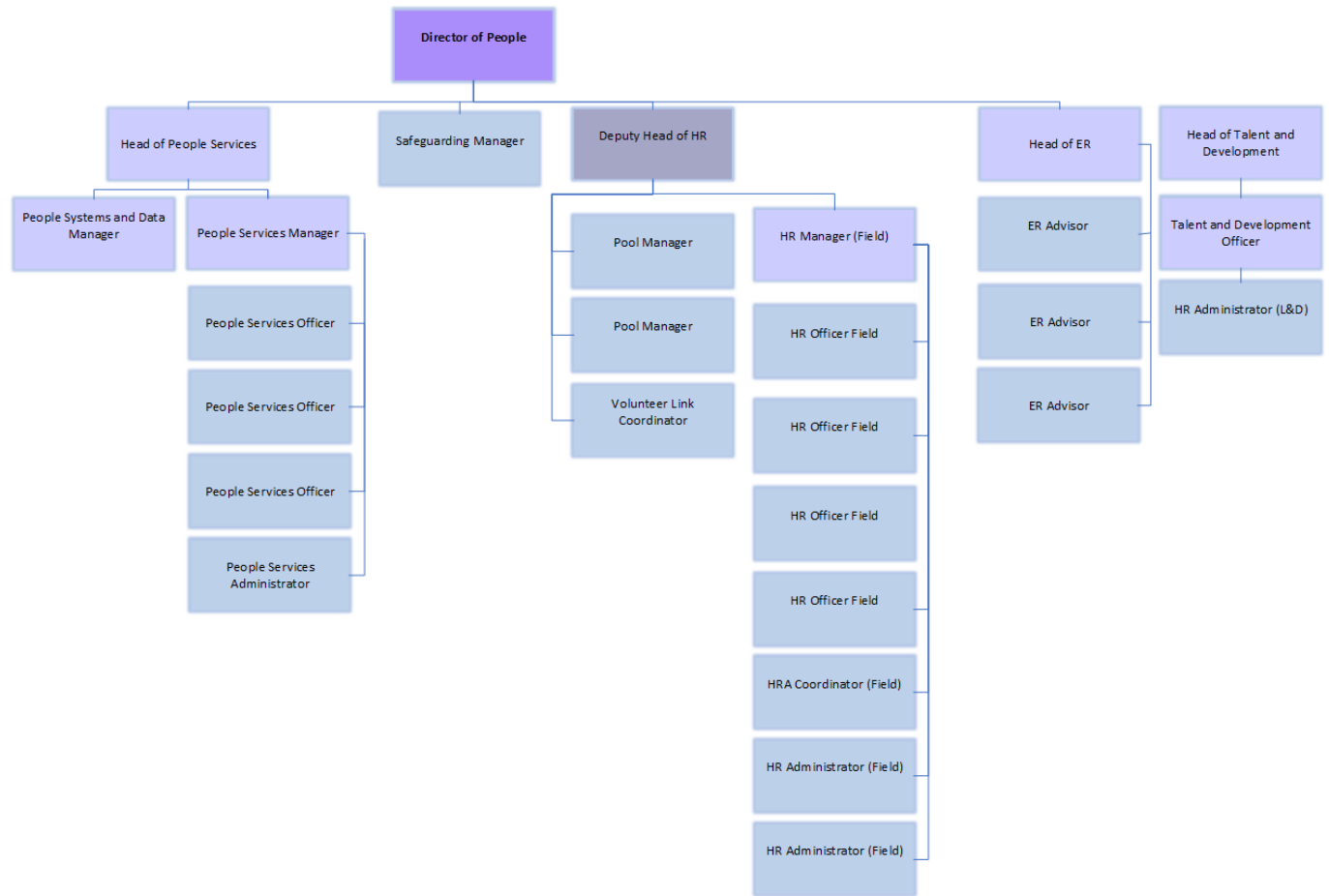
#### **DIMENSIONS**

The Safeguarding Manager has primary delivery responsibility for coordination of work required to continuously improve MSF UK and IE's safeguarding practice.

The Safeguarding Manager is required to work autonomously across the UK and IE to provide guidance and advice on safeguarding practice and assisting the development of prevention, reporting and responding to safeguarding risks to advance the safeguarding culture across MSF UK operations. The Safeguarding Manager is also responsible for working in collaboration with movement-wide colleagues to collaborate on the safeguarding vision and best practice to ensure prioritisation and accountability to safeguarding and ensure that MSF UK/IE regulatory requirements are met across the wider MSF movement. The Safeguarding Manager also responds to safeguarding incidents supporting investigations and producing serious incident reports for external regulators.

The Safeguarding Manager provides functional support and management of safeguarding activities and personnel within MSF UK/IE, including HR Safeguarding Focal Points, F2F Safeguarding and UK Operations.

## ORGANISATIONAL STRUCTURE



## CONTEXT

The Safeguarding Manager has two main areas of work:

- UK/IE safeguarding practice
- International safeguarding practice

The UK/IE safeguarding practice focusses on ensuring that any activities undertaken by MSF UK/IE (for example face-to-face fundraising) has appropriate safeguarding controls in place, that all MSF UK/IE staff are appropriately trained in safeguarding (including internationally mobile staff deploying to humanitarian projects) and that MSF UK meets in regulatory reporting requirements regarding safeguarding incidents.

The international practice for MSF UK/IE on safeguarding involves the close collaboration with movement-wide colleagues and key partner relationships within the movement to ensure safeguarding is prioritised and accountable from our regulatory requirements to our patients and communities. Additionally, the safeguarding manager may contribute to international investigations where required.

## ACCOUNTABILITIES

- Accountable for managing the development and delivery of the MSF UK/IE Safeguarding Practice including embedding the safeguarding priorities within the People team and providing support and advice for

## KEY PERFORMANCE INDICATORS

- All new starters have received induction training, Safeguarding Risk Assessment of MSF UK/IE

all MSF UK/IE Departments in line with MSF UK/IE Safeguarding Strategy.

- Responsibility for the development and implementation of MSF UK/IE Safeguarding Policies to ensure that we have appropriate tools in place to prevent where possible and respond effectively to safeguarding incidents where they occur, including leading investigation as required.
- Responsible for the safeguarding requirements within the Safeguarding Duty of Care Committee (People Committee). Ensuring the trustees have appropriate visibility, knowledge and awareness of safeguarding progress and concerns within MSF UK/IE and Operational Partners activities.
- Assuring assessment and scrutiny of materials and concerns required for any internal and external reporting ensuring the accountability for our safeguarding responsibilities in line with UK legislation.
- Responsible for delivering the priorities and plan for Safeguarding to deliver on MSF UK and IE's strategic ambition for UK and IE good practice and support of international improvement projects.
- Supporting all functional safeguarding roles across MSF UK/IE operations, including but not limited to F2F, UK Operations and HR Field Teams.
- Responsible for the annual delivery of safeguarding risk assessments, advice and support to MSF UK Departments on Safeguarding risks in the delivery of MSF UK activities to ensure that they meet the requirements set out in MSF UK's Safeguarding policies.
- To maintain the Fraud in our name Register and manage Fraud in our name incidents and suspected incidents to minimise the harm and distress of individuals affected.
- Developing and managing visual, digital, and physical safeguarding tools, templates and other resources.
- Improving safeguarding information assets and internal communications to protect their confidentiality, integrity and availability.
- Responsible for the MSF UK/IE Safeguarding representation within MSF Movement. Working closely with colleagues across sections and operational partners to collaborate and progress the safeguarding work of MSF.

activities completed with risk responses identified and implemented.

- Safeguarding policies are established, implemented and kept up to date within MSF UK and IE.
- Capability is maintained to be responsive to requests to support to safeguarding investigations.
- MSF UK Trustees have sufficient capability to scrutinise and support the continued development of MSF UK and IE's safeguarding practice and movement-wide challenge.
- Comprehensive and timely information is provided to enable internal and external reporting of serious safeguarding incidents.
- Comprehensive and timely information is provided to enable internal and external reporting of serious safeguarding incidents.
- Establish priorities and a workplan for safeguarding, which is regularly monitored and kept up to date.
- Level 3 Safeguarding Risk Assessment to be completed, reviewed by the Safeguarding and Duty of Care Committee with risk responses integrated into Department's Annual Plans, monitored and reported.
- Recruit, train and supervise safeguarding focal points.
- Fraud in our name Register kept up to date following an incident and responsive communications to individuals affected.
- Ensuring that safeguarding materials are regularly reviewed, accessible and up to date.
- Safeguarding information assets are stored in a secure way accessible to those authorised to review them and safeguarding internal communications material updated to improve staff awareness.

### **CHALLENGE & CREATIVITY / DECISION-MAKING**

Working with teams both within MSF UK/IE and internationally in a range of contexts with a variety of knowledge and experience of safeguarding prioritisation and working with them to ensure that safeguarding is given sufficient and appropriate prioritisation within their risk assessments and work plans.

Having to respond to safeguarding incidents anywhere in the world at short notice and managing the disruption to planned activities.

Where required lead on complex investigations and/or supporting staff through investigation processes where a breach of MSF's Code of Conduct has or is alleged to have occurred. These investigations involve highly sensitive information with the potential for significant consequences for the individuals involved and likely involve exposure to and support of individuals who have been through sensitive and/or traumatic experiences.

### **KNOWLEDGE, SKILLS & EXPERIENCE**

- Relevant experience in protection/safeguarding, experience in managing safeguarding cases is desirable.
- Safeguarding-related background, e.g. dedicated safeguarding role, NHS, social work, HR investigations or NGO experience.
- Strong people skills with the ability to read and navigate complex political interactions.
- Confident and engaging presenter.
- Strong attention to detail and ability to synthesise information from various sources.
- Knowledge of UK/IE Safeguarding Legislation.
- Ability to think critically and analytically enabling excellent decision-making abilities around the protection of vulnerable people.
- Ability to work strategically across a complex organisational structure.
- Diplomatic, with excellent communication skills and strong cross-cultural communication abilities.
- Motivated by desire to ensure MSF UK/IE is a safe, diverse and inclusive place to work, where people are heard and concerns addressed.
- Excellent listening skills; approachable, enthusiastic and dynamic.
- Strong organisation and time management skills.
- Discreet and able to handle information sensitively.

### **COMPETENCIES**

#### Respect:

- a. Invites team members and colleagues from other departments to provide input on topics of discussion and considers their contribution and experience.
- b. Participates in and involves the team in the discussion and decision-making process that may affect all team members before the final decision is made.
- c. Values colleagues as human beings, demonstrated through equal respect for staff and beneficiaries.

#### Integrity:

- a. Acts by example, modelling the behaviour expected from team members.
- b. Seeks out and offers each team member an equal opportunity and tools to succeed.
- c. Works to achieve cohesion and a spirit of cooperation in the team.

#### Humanity:

- a. Strives to learn and get to know more about each team member in order to better understand their needs, potential and ascertain ways to better support and work with them.
- b. Shows interest and empathy through active listening. Is approachable: listens actively, observes and acknowledges what they hear.
- c. Removes obstacles that may hinder potential improvements and ways of working in the team, i.e. need to expand and try new things.

#### Accountability:

- a. Admits mistakes, misjudgements or errors and immediately informs others when unable to meet a commitment and seeks support to do this if needed.
- b. Strives for efficiency in every aspect of their work.

- c. Demonstrates willingness, ability and readiness to change attitudes and behaviours to achieve agreed outcomes and works with team members to ensure these are reached.

Empowerment:

- a. Instils acceptance and optimism in the team.
- b. Allows time and space for people to open up, take appropriate risks, leading to a sharing of knowledge and open communication.
- c. Ensures that team and individual objectives are well-defined, shared and acknowledged by the organisation.

Collaboration: Collaboration is at the centre of all we do.

## HOW TO APPLY

Please apply on our website by submitting a copy of your **CV** together with a **letter of motivation (please upload as one document)** by the closing date.

*Incomplete applications will not be considered.*

### Application checklist

Please check that you have included the following in your application:

- An up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role

### Recruitment timetable:

- **Closing date for applications: Monday 28<sup>th</sup> April at 10:00am**
- **First round interviews: Wednesday 30<sup>th</sup> April**

## ADDITIONAL INFORMATION

### Accessibility

We are committed to removing barriers for people with specific accessibility needs. If you need an adjustment to the recruitment process to be considered for the role, please let us know by contacting [recruitment.UK@london.msf.org](mailto:recruitment.UK@london.msf.org)

Examples of adjustments we can make:

- offering you an alternative if you are unable to use our online application system
- providing necessary information, such as the job description or assessment materials, in an alternate format
- allowing you to have someone with you during an interview for example, a Sign Language interpreter.

### Diversity, Equity and Inclusion

We are a welcoming, diverse, and inclusive organisation. MSF UK thrives when everyone feels comfortable bringing their best self to work. We celebrate difference, whilst striving to create an environment where colleagues feel respected and valued for their unique potential. We are committed to our values on equity, diversity, and inclusion. Please read our [Equality & Diversity policy](#) for more information.

**MSF UK is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.**

## **Safeguarding**

MSF UK/IE is dedicated to safeguarding everyone who comes into contact with the organisation, for whatever reason and however brief. All posts are subject to safer recruitment process which include robust reference requests, scrutiny of employment history and where applicable criminal record and barring checks.

Our safeguarding commitment is underpinned by policies and procedures which encourage and promote safe working practice across the organisation. On joining MSF UK/IE you will be required to attend safeguarding training to ensure responsibility for and maintaining safe working practice and to safeguard our teams, beneficiaries, and communities.

## **Right to work in the UK**

**Candidates must have the right to work in the UK.** Please [click here](#) to check whether you have the right to work in the UK. If you would like to discuss your right to work status further, please contact [recruitment.UK@london.msf.org](mailto:recruitment.UK@london.msf.org).

For questions, issues or further information, please contact [Recruitment.UK@london.msf.org](mailto:Recruitment.UK@london.msf.org).

*Interviews will be held on a rolling basis. Please apply as soon as possible as we reserve the right to close the application early if we find a suitable candidate.*

We look forward to receiving your application!