Head of Safeguarding - Job Description

We are looking for a Head of Safeguarding who will lead the development and delivery of safeguarding across the organisation. This is an exciting new role for War Child which came about in response to our recent Safeguarding Review 2021. The review was a pivotal moment in War Child history and demonstrated our commitment to continuous improvement in safeguarding, sector alignment and bringing meaningful change in the organisation. The Head of Safeguarding will be central in driving through our safeguarding ambitions. The postholder will lead the organisational safeguarding strategy and head a global safeguarding team across our five country offices and the UK. This role requires drive, tenacity and innovation and somebody who can deliver results at pace and manage complexity.

If you share our values and believe that children’s lives should not be torn apart by war, we want to hear from you.

<table>
<thead>
<tr>
<th>Team and Department:</th>
<th>Safeguarding, Programmes &amp; Advocacy</th>
<th>Contract Type:</th>
<th>Permanent</th>
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</thead>
<tbody>
<tr>
<td>Place of Work:</td>
<td>The post can be based in the UK office with office/home working, a global WC family head office or any WCUK programme office. International travel required.</td>
<td>Working Hours:</td>
<td>Full-time is 37.5 hours. This role is open to flexible working including compressed hours, part-time hours, flexi-time</td>
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<td>Reports to:</td>
<td>Director of Programmes and Advocacy</td>
<td>Salary:</td>
<td>circa £50,000 per annum for UK based candidates. Salaries and benefits for different locations will vary in line with WC's country salary scales</td>
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About us
War Child, the specialist charity for children affected by conflict. For more than two decades we’ve delivering high-impact programmes that are rebuilding lives across Afghanistan, Iraq, the Democratic Republic of Congo (DRC), Central African Republic and Yemen. We understand children’s needs, respect their rights, and put them at the centre of the solution - from reintegrating children formerly associated with armed groups and armed forces (CAAFAG) in the Central African Republic to reuniting children with their families in Afghanistan. **We look forward to a world in which the lives of children are no longer torn apart by war.** This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

Our values

- **Bold**
  We use our passion and creativity to deliver high quality evidence-based work designed to maximise our beneficial impact for children in conflict.

- **Accountable to children**
  Children can rely on us to respond to their voices and to treat them with respect and dignity.

- **Transparent**
  We expect to be held to account by our supporters and beneficiaries and we respond with openness and honesty.

- **Committed to each other**
  We support each other and our partners to achieve ambitious goals and to be the best we can be. We are honest and open with each other, sharing our successes and confronting our challenges.
Our benefits

- **Flexible working** - we recognise the considerable benefits that flexible working can bring and are happy to discuss any possible flexible working options with our employees from hiring. For most roles, the following types of flexibility are usually possible: flexible hours, an element of working from home, compressed hours.
- **Annual leave** – 28 days per year (full-time) rising to 33 days with service, plus UK bank holidays
- **Pension** - all eligible employees automatically enrolled into a Group Personal Pension Plan with a 5% employer contribution, with minimum employee contribution on a salary sacrifice basis
- **Family leave** – we offer enhanced maternity, paternity & shared parental leave, and family friendly policies
- **Health & wellbeing** - employees may take advantage of a healthcare cash plan and a range of wellbeing initiatives and training. In addition, all employees have access to free, confidential one-to-one wellbeing consultations with trained counsellors.
- **Learning & development** - dedicated to the investment in learning and continuing professional development for all our employees
- Range of flexible benefits such a Cycle to Work scheme and season ticket loans

How to apply

- Please download the application pack from [https://www.warchild.org.uk/who-we-are/jobs](https://www.warchild.org.uk/who-we-are/jobs)
- All applications must be sent to recruitment@warchild.org.uk by 11:59pm on 28/11/2021
- Due to limited resources, we will contact only the shortlisted candidates
- Interviews will be held on 2nd/3rd December 2021 second round 6th/7th December

Contact information

To explore the post further or for any queries you may have, please contact: Colette Fearon, Director of Programmes & Advocacy, colettef@warchild.org.uk

For general information about working for War Child please visit: [https://www.warchild.org.uk/who-we-are/careers](https://www.warchild.org.uk/who-we-are/careers)

Child safeguarding and Adults at Risk

Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have zero tolerance for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. Successful applicants will be expected to be compliant and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: [https://www.warchild.org.uk/whats-happening/news/our-child-safeguarding-policies-and-procedures](https://www.warchild.org.uk/whats-happening/news/our-child-safeguarding-policies-and-procedures)

Pre-employment checks

Employment with War Child will be subject to the following checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International/National Criminal Record Check, and a clear vetting and Due Diligence check
- receipt of three satisfactory references

We are unable to provide sponsorship for this post. In order to apply, you must be able to demonstrate your eligibility to work in the country where this role is based.
Head of Safeguarding

Your role
The Head of Safeguarding will lead a new global safeguarding team which is part of the Programmes and Advocacy Department. You will have a team of two Safeguarding Advisors who support five Safeguarding Coordinators, one in each country. You will be responsible for developing a high performing team and a global safeguarding network which can deliver War Child’s safeguarding ambitions. You will lead War Child’s safeguarding and PSEA work and be responsible for delivering our safeguarding review action plan. You must have the vision and energy to develop and deliver a three-year strategy that ensures we have the best and safest practices across the organisation and transform the organisation into a sector leader in Safeguarding. You will be responsible for ensuring all staff are trained, that all fundraising, programmatic and HR systems are safe and that there is a culture of accountability at all levels of the organisation.

Your responsibilities
a) Provide strategic leadership and oversee the development and implementation of the safeguarding policy and strategy across the organisation to ensure a culture of safeguarding
   • Lead on developing a new three-year safeguarding strategy, and annual plans that deliver our organisational commitments to safeguarding and PSEA, and our annual organisational priorities.
   • Lead and ensure the delivery of War Child’s safeguarding review action plans at global and country levels and ensure KPIs and milestones are reached to becoming a safer organisation.
   • Lead on the development and implementation of all safeguarding policies and procedures including PSEA, ensuring integrated EDI & Gender and cross-cutting themes, and ensure learning is captured.

b) Provide technical expertise and lead capacity development in safeguarding across the organisation
   • Provide expert safeguarding advice, guidance and leadership to the safeguarding advisors, programme delivery and resource teams and to the leadership and trustees.
   • Lead on a capacity strengthening strategy across the organisation and support the Safeguarding Advisors to deliver high-quality safeguarding / PSEA learning content and technical support.
   • Support the programme quality and funding teams and HR to strengthen systems and ensure there is continuous learning. Provide high level technical input into large scale funding proposals.
   • Regular travel to War Child UK country offices to deliver on responsibilities detailed above (subject to security considerations)

c) Lead and manage the global safeguarding network and support key stakeholders to understand and implement policy
   • Provide leadership to the global safeguarding network offering advice and guidance as required, ensuring continued professional development, and building capacity within countries.
   • Line-manage the UK safeguarding team of 2 x Child Safeguarding and Safety Advisors (CSSA), who support a network of 5 x Safeguarding Coordinators and focal points in countries.
   • Embed a culture of shared responsibility and accountability. Support Trustees, SLT and country SMTs to understand both their safeguarding responsibilities and how to keep all participants and staff safe.

d) Ensure accountability for receiving, reporting, and responding to Child Safeguarding & PSEA concerns and complaints, and investigation systems
   • Ensure effective case management and investigation systems are in place including risk assessment, survivor centred approaches, cross-departmental working and reporting obligations are met.
   • Working with programme the quality team and M&E lead, develop and oversee a coherent approach to safeguarding reporting which is community focussed, participatory and child centred.
   • Coach, mentor and provide supervision to CSSAs to conduct and supervise investigations, and where necessary lead on high-risk cases.

e) Lead internal and external communication, sector alignment and build external networks
   • Ensure War Child is aligned with the most current sector standards and practices in safeguarding, PSEA, EDI and gender. Build an external network positioning War Child as a sector leader.
   • Represent War Child externally at meetings, forums, conferences and in the media and ensure War Child is contributing to and learning from wider developments in safeguarding.
   • Develop an organisation communication strategy and ensure effective and diverse internal communications to raise awareness and celebrate safeguarding achievements.
f) Reporting, risk-management, budget and participant data management
   • Lead on the reporting of safeguarding to the SLT, Audit and Risk Committee, Board of trustees, Extended Leadership Team and any external reporting, including working with comms team.
   • Provide external reports to donors, consortiums, key partners and sector organisations and networks. Ensure annual safeguarding self-assessment and reporting.
   • Ensure country programmes have responsible and safe data management systems in place for participant data.
   • Manage the Safeguarding budget with responsibility for forecasting, monitoring and allocations within the Safeguarding budget.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the role.

You have
   • Extensive experience of leading safeguarding and accountability standards in a global organisation.
   • Comprehensive and up to date technical understanding of Safeguarding & PSEA legislation, international standards and donor requirements relating to children and vulnerable adults.
   • Proven track-record of implementing safeguarding strategy, policy, practice and developing a safe and trusted organisational culture.
   • Experience of working with a range of stakeholders in a development/humanitarian context, including implementing safeguarding initiatives with partners and at a community level.
   • Proven track record of conducting serious and complex safeguarding investigations in international and/or conflict settings and experienced in survivor-centred approaches.
   • Able to work strategically across multi-cultural teams: with the ability to build rapport and communicate effectively across multiple country contexts.
   • Experience of building partnerships and internal / external networks as well as representing the organisation externally and media and comms experience.
   • Understanding and experience of working in conflict settings and knowledge of safeguarding programmes in conflict affected areas.
   • High emotional intelligence with the ability to influence others and communicate in a compelling but sensitive way.
   • Strong leadership skills. Experience building and leading teams and delivering change.
   • Excellent data management and data analysis skills and reporting of data
   • Experience in producing and managing budgets.
   • Excellent written and verbal communication skills in English and ability to work in French is desirable.

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Your team