



JOB DESCRIPTION

Job Title	Senior Officer - Security and Safeguarding
Reports to	Interim Chief Operating Officer
Job location	Any country in which Alert has a registered office
Grade	3
Contract Duration	Permanent

Job Purpose

The Senior Officer - Safeguarding and Safety plays a key role in ensuring the security, safeguarding, and safety of International Alert's (Alert) global personnel, assets, and operations. The post holder provides expert advice and leadership to staff across Alert, particularly in our Country Offices, to enable us to keep our staff, partners and participants safe and well. The postholder leads on global security and safeguarding for Alert, developing and delivering basic training on these two areas for focal points in all our offices and providing expert advice to country offices on security plans, protocols and critical incident management. The role ensures International Alert is compliant with national and international security and safeguarding legal and funder requirements.

In the event of a critical incident, the Senior Officer provides expert advice to country teams and senior directors ensuring an appropriate response and playing a key role in Crisis Management Group (CMG). Working with the COO and Senior Controls Officer, the post holder leads on security and safeguarding serious incident reporting and lessons learnt exercises.

Duties and Responsibilities

Security

- Provide expert advice to Alert staff about security plan development, incident response and security analysis.
- Provide leadership to country team security focal points and senior management to develop and review security plans and procedures, including contingency and crisis response plans, serious incident management, standard operating procedures and emergency communications.
- Support staff to integrate security considerations into project planning and implementation.
- Lead a network of security focal points across Alert, providing opportunities for information and experience sharing.
- Lead on the organisation's crisis preparedness and incident response processes, including the development of emergency response plans and conducting drills or simulations. Ensure each team has a business continuity plan, and update plans for the UK and Netherlands teams.
- Provide expert advice to country teams and senior directors in the event of a security incident. Provide advice to and coordination between those involved in managing the response.
- Play a key role in Alert's Crisis Management Group, in coordination with the Executive Director, COO and Regional Directors, providing advice, coordination and action.
- Establish and maintain process for reporting of serious security incidents and lead reviews of incident and crisis responses.
- Develop and maintain organisational emergency communication procedures.
- Coordinate and where appropriate deliver training on security issues to Alert staff, consultants, trustees and partners, including ensuring provision of Hostile Environment Awareness Training (HEAT) to staff located in, and travelling to, high risk environments.
- Monitor the reporting and data gathering of security incidents and generate analysis/reports on security trends, responses and vulnerabilities and any relevant lessons learned from security and safety incidents.
- Lead on Alert's organisational security policy, refreshing it periodically (and at least every two years) as agreed with the COO.
- Collaborate with the Head of People to ensure provision of post-incident personnel well-being support.

Safeguarding

- Stay abreast of donor and legal safeguarding requirements and sector standards and provide guidance to the organisation to maintain compliance.
- Provide expert advice Alert staff to develop, implement and review safeguarding procedures, including on project and event safeguarding risk assessments.
- Lead the network of safeguarding focal points across Alert, to provide training, share experience and information.
- Develop and deliver or signpost staff and trustees to basic safeguarding training.
- Provide expertise advice on how to investigate a safeguarding report, decide on actions, support survivors and report. Lead safeguarding investigations as agreed with the COO.
- Contribute to reporting of safeguarding incidents to the Executive Team, Board, Charity Commission and, where necessary, funders.
- Work with the Head of People to ensure that safeguarding considerations are integrated into recruitment, onboarding and performance management processes.
- Support trustees to carry out their safeguarding governance responsibilities, through training, regular reporting and support in the event of an investigation.

Other tasks

- Prepare and present reports to senior management, including the Executive Team and the Board of Trustees, on controls and compliance activities, findings, and recommendations.
- Contribute to wider Alert learning and experience sharing.
- Undertake any other task reasonably requested by the COO.

Travel Requirements

This position involves some travel to our countries of operation.

PERSON SPECIFICATION**ESSENTIAL REQUIREMENTS**

Proven experience in global security or safeguarding management in a multinational organisation or a high-risk environment.
Strong understanding of security risk assessment and security management principles, crisis management and emergency response protocols.
Strong understanding of safeguarding principles, international standards, and best practices in preventing and responding to abuse, exploitation, and harm.
Experience providing safeguarding and/or security advice, support and coordination.
Familiarity with safeguarding risks and approaches in relation to children and vulnerable adults in a relevant context (i.e. international development context)
Experience working in fragile and conflict-affected contexts.
Experience of managing security incidents.
Experience conducting safeguarding risk assessments, investigations, and managing confidential and sensitive information.
Experience designing and delivering basic security, safeguarding or safety training.
Understanding of safety management systems, including hazard identification, risk assessment, and control measures
Experience writing and implementing organisational policies.
Excellent interpersonal and communication skills, including ability to engage with staff at all levels, partners and trustees, in diverse cultural environment, in a trauma-sensitive manner.
Excellent analytical and problem-solving skills, with the ability to assess complex situations and make informed decisions.
Clear and concise writing style, including ability to simplify and explain technical issues.
Ability to multi-task and work under pressure.
Fluency in spoken and written English.
Existing long-term right to work in one of Alert's countries of operation: DRC, Kenya, Kyrgyzstan, Mali, Myanmar, Nepal, Niger, Nigeria, Rwanda, Tajikistan, Tunisia, the UK.

DESIRABLE REQUIREMENTS

High standard in spoken and written French
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