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**JOB DESCRIPTION**

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| **Job Title** | Senior Security, Safeguarding and Safety Officer |
| **Reports to** | Director of Global Delivery |
| **Job location** | Any country in which Alert has a registered office |
| **Grade** | 3 |
| **Contract Duration** | Permanent |

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| **Job Purpose** |
| The Senior Security, Safeguarding and Safety Officer (SSSSO) plays a key role in ensuring ensure the security, safeguarding, and safety of International Alert’s (Alert) global personnel, assets, and operations. They provide expert advice and leadership to staff across International Alert, particularly in our Country Offices, to enable us to keep our staff, partners and participants safe and well. Reporting to the Director of Global Delivery (DGD), the postholder leads on our global security, safeguarding and safety policies and procedures. They develop and deliver basic training on these three areas for focal points in all our offices and provides expert advice to country offices on national security plans, protocols and critical incident management. The SSSSO ensures International Alert is compliant with national and international safety, security and safeguarding legal and donor requirements. In the event of a critical incident, the Senior Security, Safeguarding and Safety Officer provides expert advice to country teams and senior Directors on appropriate response and plays a key role in Crisis Management Group (CMG) coordination and reporting. Working with the Director of Global Delivery and Senior Controls Officer, they lead on security and safeguarding serious incident reporting and lesson learning. |
| **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, DGD and Regional Directors, providing advice, coordination and action.
* Report serious security incidents and review our incident and crisis responses.
* Develop and test organisational emergency communication procedures, including supporting teams to develop and test phone trees.
* 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 Director of Global Delivery (DGD).
* 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 where agreed with DGD.
* Lead reporting of safeguarding incidents to the Executive Team, Board, Charity Commission and, with Director of Resource Development, to core donors.
* 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.

**Safety*** Ensure Alert complies with UK and Netherlands’ Health & Safety legislation, Fire Safety Regulations and other statutory requirements. Maintain necessary records.
* Lead the development, implementation and review office of health and safety procedures for the UK and Netherlands. Provide expertise advice to country teams to develop health and safety procedures in their offices.
* Ensure fire drills are held in all offices, that fire and security alarms are maintained and tested, and maintain records.

**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 Global Delivery and wider Alert learning and experience sharing.
* Undertake any other task reasonably requested by the Director of Global Delivery.
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| **Travel Requirements**  |
| This position involves some travel to our countries of operation.  |

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

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| Proven experience in global security or safeguarding management, preferably 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 considerations in areas such as child protection, gender-based violence, and vulnerable populations. |
| Experience working in fragile or 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. |
| 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, Lebanon, Mali, Myanmar, Nepal, Netherlands, Niger, Nigeria, Rwanda, Tajikistan, Tunisia, UK, Ukraine). |

**DESIRABLE REQUIREMENTS**

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| Fluency in spoken and written French  |
| Understanding of Health & Safety compliance requirements and safety management systems, including hazard identification, risk assessment, and control measures. |