

Amnesty International UK



JOB TITLE	Head of Safeguarding
DEPARTMENT	Directorate
REPORTS TO	Director of AIUK
RESPONSIBLE FOR	n/a
SCALE	7
HOURS PER WEEK	35 (flexible working considered)

OVERALL PURPOSE OF THE JOB

The Head of Safeguarding will provide specialist advice to the organisation and lead the development, implementation and monitoring of strategies, policies and procedures to support the implementation of the organisation's safeguarding framework. This is within the context of the broadened definition of safeguarding which includes not only children and vulnerable adults, but also the duty of care charities owe to other groups that they come into contact with including staff, volunteers, activists, programme partners and beneficiaries.

The post holder will be Amnesty International UK's expert and play a pivotal role in building and embedding a strong safeguarding culture across the organisation, that sees safeguarding as 'everyone's responsibility'. They will provide information, training and support on safeguarding issues to the organisation. This newly created role will be part of the Leadership Team and will help to ensure that all decisions are considered through a safeguarding lens, that a culture of safeguarding is embedded across the organisation, and that issues are reported promptly, investigations are co-ordinated effectively, measures are actioned and reported internally/externally as appropriate.

MAIN RESPONSIBILITIES

1. Strategy and Policy

- 1.1 Lead the development and implementation of AIUK's overarching safeguarding strategy, policy and implementation plan.
- 1.2 To play a key role as part of the Safeguarding Oversight Board, planning agendas, delivering sessions or learning sets, driving forward organisational safeguarding plans, providing advice and capacity building to staff and governance roles leading AIUK's four safeguarding workstreams:
 - Beneficiaries and rights holders

- Children, young people and vulnerable adults
 - Activists
 - Staff and office and bookshop volunteers
- 1.3 Ensure Safeguarding protocols and policy development are legally compliant and best practice standards are adhered to.
 - 1.4 Ensure coherence between the safeguarding framework and related policies, such as AIUK's Dignity at Work policy, making recommendations on changes in collaboration with policy and workstream leads to the Senior Management.
 - 1.5 Work collaboratively with the International Secretariat's safeguarding team to ensure AIUK complies with Amnesty International best practice and supports cultural change to enable effective safeguarding across the movement.
 - 1.6 Play a lead role in creating an organisational culture where safeguarding is prioritised at all levels, allegations are taken seriously, and beneficiaries, staff, volunteers, activists and partners feel safe to report.
 - 1.7 Acting as a member of AIUK's Leadership Team, to contribute to the corporate leadership of the organisation and the development and implementation of AIUK's Strategic and Annual Plans. To ensure collegiate and inclusive team working and effectively role model and implement internal processes, management practices, and AIUK values.
 - 1.8 Contribute to AIUK's strategic risk management processes by identifying specific safeguarding risks.
 - 1.9 Ensure safeguarding policy development and implementation is informed by a feminist perspective, i.e. based on an understanding of power relations based on gender, race, sexual orientation amongst others, both formally and informally.

2. Operational Management

- 2.1 Drive planning processes on safeguarding and facilitate relevant forums to seek engagement and buy in from staff.
- 2.2 Ensure that appropriate targets, objectives and actions are set to implement organisational safeguarding policies.
- 2.3 Lead the development of policies, tools, systems and structures to support safeguarding across AIUK.
- 2.4 Develop high quality monitoring and evaluation reports on AIUK's strategy, policies, processes and responses to safeguarding for relevant senior leaders, capturing and resolving issues and challenges
- 2.5 Track, respond to and lead investigations (in collaboration with Human Resources where applicable) on safeguarding allegations in line with agreed framework, legislation and emerging best practice.

- 2.6 Develop and manage AIUK's safeguarding incident log and provide analysis of any incidents reported and identify any emerging trends to allow mitigations to be developed to AIUK's Director on a regular basis.
- 2.7 Provide ongoing advice, support and information to the Senior Management Team, key staff and AIUK Boards on legal requirements, best practice, and current developments in safeguarding policy and practice to support the development of safeguarding work.
- 2.8 Design and deliver training, awareness raising and other capacity building activities for staff, managers, volunteers, and other stakeholders, to include AIUK safeguarding principles and individual and collective responsibilities.
- 2.9 Support managers, employees and volunteers to comply with the safeguarding framework in managing, reporting and information sharing any safeguarding concerns, including intervening with external agencies where appropriate.

3. Resource Management

- 3.1. Manage and monitor the expenditure budgets for safeguarding, and monitor agreed and associated key performance indicators, including monthly reporting and forecasting as required by AIUK's financial processes.
- 3.2. Manage the health and safety of any staff and volunteers for which the post has responsibility for, including conducting risk assessments as appropriate, and ensuring they have access to, and participate in, appropriate instruction, training and responsibility supervision.

4. External Relationships

- 4.1 Develop and maintain strong relationships with colleagues in AI's International Secretariat and other AI national sections and contribute to international planning processes at both operational and strategic levels.
- 4.2 Develop and manage appropriate and productive relationships with external partners and suppliers to ensure quality, value for money, and maximum benefit for AIUK.
- 4.3 Build strong relationships with AIUK's leading activists.
- 4.4 Represent, and act as advocate for, AIUK at relevant forums and organisations and ensure the organisation's values and aims are effectively communicated and represented.

5. Other

- 5.1 Take responsibility for your own health, safety and welfare, comply with AIUK H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.

- 5.2 Deliver all aspects of this job description in accordance with AIUK's Equality and Diversity Policy.
- 5.3 Undertake any relevant duties or projects delegated by line management which are in line with the overall responsibilities of the post.

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PERSON SPECIFICATION Head of Safeguarding	
ESSENTIAL CRITERIA	
Experience	Demonstrable senior level experience of working in safeguarding
	Experience of developing, implementing and embedding high quality safeguarding policies, procedures and guidelines in a complex, diverse organisation.
	Experience of carrying out safeguarding investigations and managing the process of resolving complex safeguarding issues, ensuring confidentiality and professional boundaries are maintained.
	Proven experience and track record in designing and delivering training
	Experience of monitoring and evaluation safeguarding mechanisms.
	Experience of solving complex issues working collaboratively with key decision makers to ensure organisational buy-in.
	Leading and motivating teams and individuals.
Skills & Knowledge	Excellent interpersonal skills and ability with the ability and credibility to interact effectively with colleagues at all levels and build relationships with relevant external organisations.
	Able to demonstrate sound judgement based on evidence, knowledge and understanding .
	Proven Project management skills involving multiple stakeholders on cross-organisational projects.
	Ability to work under pressure and willingness to work flexible hours in the event of emergencies.
	Knowledge of UK Safeguarding law, standards, systems and best practice.
	Encourages positivity, solution-focused with proactive and optimistic approach to work.
	Ability to develop and maintain positive working relationships and to work in an inclusive and collaborative manner with internal and external stakeholders.
	Creative, with an ability to develop and implement innovative solutions and ideas to resolve issues.
	Ability to think and plan strategically work collaboratively as part of a leadership team.
	Good networking skills with experience and willingness to engage with sector forums and working groups, for UK and international safeguarding.
	Ability to work unsocial hours on a regular basis, usually scheduled in advance and to be available outside of office hours to deal with safeguarding incidents.
Amnesty's aims and objectives	Understanding of, and commitment, to Amnesty International's aims and objectives.
Equal Opportunities	Understanding of, and commitment to, Equality Diversity and Inclusion.
DESIRABLE	

Experience	Relevant sector experience.
Knowledge	Understanding of feminist perspectives on safeguarding.