Recruitment Pack
Safeguarding Manager
June 2021

Dear Candidate,

Thank you for your interest in the role of Safeguarding Manager.

Anti-Slavery International is the world’s oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance and we are determined to work with others to make sure people can be free from slavery across the world. Over this past year we have argued hard that the pandemic has hit the poorest hardest, making more people vulnerable to slavery. Our work has never been more necessary. Our staff, supporters, members and partners have helped us to to navigate the challenges of the pandemic well.

The Safeguarding Manager will lead the process of integrating safeguarding of children and vulnerable adults across all our work, ensuring a consistent, effective and coordinated organisational approach to safeguarding. They will foster a work environment that minimises the potential for abuse, neglect and exploitation, working with our partners to incorporate safeguarding best practices into our programming. The role will ensure maintenance of effective policies, procedures, controls, processes, and systems to prevent, detect, and investigate potential violations.

This is a permanent post, based in the UK, working 4 days per week, with an annual salary of £35,400 – £42,063 to be paid pro rata. For the right candidate, we will also consider a consultancy arrangement based in West Africa.

The deadline for applications is 9.00am on Monday 12 July 2021. Interviews will be held in the week of 12 July with a start date as soon as possible.

Best wishes

Emma Cain

Programme Management Coordinator
Job Description

Safeguarding Manager

GRADE
Grade C

SALARY
£35,400 – £42,063 per annum pro rata.

CONTRACT TYPE
Permanent. (We will also consider a consultancy arrangement based in West Africa for the right candidate)

HOURS
4 days (28 hours) week

LOCATION
Based in Stockwell, London
Currently home-based due to Covid 19 safety measures

DATE
June 2021

CONTEXT
Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

• Child Slavery
• Responsible Business
• Trafficking
• Climate change and slavery

You can read more about us and how we work in the ‘About Us’ document on our recruiting webpage.

This role supports our work by ensuring that safeguarding of children and vulnerable adults is integrated across all of our work, ensuring a consistent, effective and coordinated organisational approach to safeguarding.

MAIN TASKS

Role purpose

• The role is responsible for strategic leadership of the charity’s approach to safeguarding and will be accountable for supporting, enabling, quality assuring and developing safeguarding across the organisation. The Safeguarding Manager will work closely with all three Anti-Slavery International teams (Programmes and Advocacy, Funding and Communications and Finance and Admin) and the Board of Trustees.

• Working globally across all the charity’s programmes, the Safeguarding Manager will foster a work environment that minimises the potential for
abuse, neglect and exploitation, working with our partners to incorporate safeguarding best practices into ASI programming.

- The role will ensure maintenance of effective policies, procedures, controls, processes, and systems to prevent, detect, and investigate potential violations. This includes the activities of Anti-Slavery International and of third parties such as our partners, sub-grantees, subcontractors, suppliers and others.

**ASI Safeguarding Policy**

- Lead on the review, continued development and implementation of Anti-Slavery International's overarching safeguarding policies, tools systems and structures with an emphasis on ensuring a culture of proactive protection systems and safe practice.
- Ensure Safeguarding protocols and policy development are legally compliant and best practice standards are adhered to, ensuring adoption and monitoring of policies across the organisation.
- Participate in relevant key networks which coordinate and set child safeguarding standards to ensure that ASI is aware of and incorporates current best practices.

**Culture and Embedding**

- 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.
- Support and embed a culture of shared responsibility towards safeguarding across ASI including trustees, management, staff, consultants and volunteers.
- Input to donor proposals to ensure Anti-Slavery International’s safeguarding work is adequately resourced

**Technical Advice, Investigations, Recruitment and Training**

- Act as a key source of support and expertise on safeguarding across the organisation.
- Ensure any safeguarding issues are dealt with in good time.
- Provide technical advice, support and mentoring to Safeguarding investigations and as needed, take a primary role in investigations.
- Contribute to Anti-Slavery International's strategic risk management processes by identifying specific safeguarding risks
- Responsible for advising on Safeguarding requirements in relation to recruitment, hiring consultants, and facilitating DBS checks
- Responsible for designing and developing training and training resources and providing training for new staff and refresher training for existing staff.

**Safeguarding with Partners**
• Lead on engagement with Anti-Slavery International’s partners (in French and English) in relation to Safeguarding, assessing their compliance with Anti-Slavery International and donor requirements and identifying gaps in policy and capacity
• Provide safeguarding support to Anti-Slavery International’s local implementing partners (in French and English) through both face-to-face training and remote mentoring
• Ensure Anti-Slavery International’s local implementing partners have functioning and context-specific safeguarding policies and reporting mechanisms, as well as the will and ability to investigate allegations and take appropriate actions.
• Promote a strong and up-to-date understanding of donor requirements and partner’s ability to comply with existing requirements while proactively adjusting and adapting as needed in the event of new requirements related to safeguarding practices, procedures, and reporting.

PERSON SPECIFICATION

Essential
• Significant experience in the field of safeguarding at a senior, strategic level, including development, implementation and embedding of policies, procedures
• Excellent communication skills with experience of designing, delivering and reviewing safeguarding training in different settings for varied audiences, with the ability to adapt complex information according to the audience
• Experience of working collaboratively in a complex, diverse organisation on cross-organisational projects, solving complex issues, and ensuring organisational buy-in
• Experience of carrying out safeguarding investigations and managing the process of resolving complex safeguarding issues, ensuring confidentiality and professional boundaries are maintained
• Experience of providing training and mentoring on safeguarding policies and practice for staff and overseas partners
• Ability to manage own time and plan workload effectively
• Ability to work under pressure and willingness to work flexible hours in the event of emergencies
• Good networking skills with experience and willingness to engage with sector forums and working groups, for UK and international safeguarding
• Demonstrated experience in a professional context of excellent spoken and written English and fluent French
• Willingness and ability to travel internationally
• This role will require a satisfactory DBS check
Desirable
• Available to start immediately

Summary Terms and Conditions
• The position is based in Anti-Slavery’s office in Stockwell, London or from homeduring the UK-wide lockdown;
• Anti-slavery International promotes flexible and hybrid working arrangements;
• Annual leave entitlement is 30 days (on a pro rota basis initially) including 3 days which must be taken between Christmas and New Year;
• There may be a requirement for some out of hours work for which time in lieu is given;
• Anti-Slavery International pays 6% into our recognised contribution pension with TPT Retirement Solutions with a mandatory employee contribution of 2%;
• Probationary period – 4 months;
• Unison is the recognised trade union.
How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please e-mail a CV along with a supporting statement setting out why you want this role and explain how your skills and experience support your application against the 'person specification' criteria. Please indicate clearly your level of English and French language skills (essential for engagement with partner organisations). Candidates must have the right to work in the UK, please confirm in your covering letter if you have the right to work in the UK.

Please submit your application to jobs@antislavery.org using the reference 'Safeguarding Manager' before 09.00 on 12 July 2021.

Please also complete the equal opportunities monitoring form at this link. The form is anonymous and responses will be handled in strict confidence.

Interviews will be held during the week of 12th July online.

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

Candidates must have the right to work in the UK.
We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity
- To safeguard our staff’s, interns’ and volunteers’ welfare and that of external stakeholders with whom we work or come into contact
- To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.