

Job Description

Job Title: Global Safeguarding Officer

Job Location: UK

Reports to: Safeguarding Manager

Responsible for: Safeguarding

Job Holder:

Department: O, F and P

Job Purpose:

The Safeguarding Officer, reporting to the Safeguarding Manager, is responsible for the implementation of safeguarding projects; safeguarding risk management; support of a network of Designated Safeguarding Leads; and promoting safe practice in line with the Sightsavers Safeguarding Policy and sector-wide recommendations. The position liaises with the Designated Safeguarding Leads and relevant partner organisations to provide them with required resources, capacity building support and training. This position is based in Haywards Heath, United Kingdom.

Principal Accountabilities:

Training coordination and management:

- Organise and co-facilitate annual safeguarding training for Designated Safeguarding Leads
- Organise and co-facilitate the onboarding process for new Designated Safeguarding Leads
- Review and update training materials on GOMO, our online training platform, for all staff and trustees
- Manage and maintain an up to date record of organisational safeguarding training and completion

Project Management:

- Produce quarterly safeguarding newsletters for the organisation, in line with our safeguarding communication plan.
- Develop and manage visual aids on safeguarding, including posters and videos
- Lead on work with relevant internal stakeholders to design safeguarding evaluation and monitoring tools
- Work to increase beneficiary participation in the design of safeguarding reporting mechanisms
- Support and lead on projects outlined in the annual safeguarding plans

Risk Management:

- Identify safeguarding risks and work with key internal and external stakeholders to minimise any risks of harm, exploitation, and abuse

- Support the management of the safeguarding mailbox for Sightsavers
- Attend and support the safeguarding team in incident management meetings
- Support the Human Resources Team to strengthen our safe recruitment practice and minimise safeguarding risks

Research:

- Maintain an up to date knowledge of safe practices in the sector, focusing on safeguarding and sexual exploitation and abuse
- Identify areas for improvement in our safeguarding practice and lead on approved projects

Governance and compliance:

- Support Designated Safeguarding Leads in compliance activities to ensure Due Diligence is completed, action plans followed up and policies in place
- Review and provide feedback on partner safeguarding policies, in line with Sightsavers Minimum Partnership Criteria
- Update training records and produce reports
- Support on incident management, analysis and lessons learnt

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education and Related Experience):

- Experience developing and implementing organisational policies and procedures
- A practical understanding of safeguarding and how to create safe environments
- Experience working in an international development setting and an understanding of the safeguarding risks faced by our project participants and partners (desirable, not essential)
- An understanding of social inclusion (desirable, not essential)
- Experience travelling or working in developing countries (desirable not essential)
- Additional language skills, e.g. French or Portuguese (desirable not essential)

Skills (Special Training or Competence):

- Project management e.g. organising training
- Personal time and workload management
- Attention to detail
- Willingness to challenge current approaches and propose improvements

- Ability to produce high quality written work, often to deadlines
- Knowledge and experience using Microsoft Office products including Excel, PowerPoint and Word

Core Behaviours:

- Communicating & Influencing
- Team Working
- Planning & Organising
- Change & Improvement
- Decision Making
- Delivery and Implementation

Key Relationships:

Internal

- Safeguarding Manager
- Safeguarding Advisor
- Director of Governance, Legal and Assurance

External

- Donors
- Consortium partners
- Implementing partners worldwide

Travel:

Some travel to other international offices may be required.