



MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS (MSF) UK

JOB DESCRIPTION

Job Title: Safeguarding Officer

Department: Office of the Executive Director

Hours: 40 hours per week

Reports to: Safeguarding Lead

Location: London

Duration: Permanent

Salary Grade: 3.1

Salary: £38,826.96 per annum (£35,326.96 p.a. non-London weighting)

MÉDECINS SANS FRONTIÈRES/DOCTORS WITHOUT BORDERS (MSF)

Médecins Sans Frontières/Doctors Without Borders (MSF) provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world. As an international medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF has around 40,000 local and international staff working in over 70 countries, in some of the most challenging places in the world. Our medical humanitarian projects are supported by teams in 32 countries, including the UK, spread across Europe, North and South America, Asia, Africa and Australasia.

At MSF UK, we support MSF's operations by building relationships with our supporters, increasing awareness of our work, raising funds, providing specialist medical expertise, catalysing change on medical humanitarian issues and recruiting field staff. MSF UK personnel are dynamic, hard-working, enthusiastic and committed to MSF's values and aims.

OFFICE OF THE EXECUTIVE DIRECTOR

The Office of the Executive Director exists to ensure the proper and ethical governance of MSF-UK and Ireland (MSF-UK/IE) in order to enable and support the organisation to deliver its charitable objectives and assure a section and branch office that is fit for the challenges of the future.

Collectively, it is responsible for strategy and accountability; governance; safeguarding, compliance and risk management; ensuring effective leadership and management; change and innovation; relationships with the Operational Centre Amsterdam and wider MSF movement; and the overall health of MSF-UK/IE.

The Safeguarding Officer will primarily be focused on supporting the delivery of MSF UK's safeguarding strategy and commitments in the UK with a particular focus on delivering training, providing clear safeguarding communications and awareness raising initiatives and aiding the developing of strong, survivor centred responses to safeguarding concerns.

ROLE PURPOSE

MAIN DUTIES AND RESPONSIBILITIES

- Organising and facilitating safeguarding training to all MSF UK staff
- Review and design training materials for both online and physical delivery including any targeted training for specific teams/departments
- Developing and managing visual, digital, and physical safeguarding tools, templates and other resources
- Analyse and support the drafting and updating of MSF safeguarding policies
- Support the Safeguarding Lead to promote best practice across MSF UK and lead on developing new and innovative approaches to delivering MSFUKs safeguarding strategy
- Supporting the monitoring of the Safeguarding reporting mechanism and responding to concerns received
- Responsible for developing the Safeguarding Focal Point Network
- Support programmes colleagues to ensure MSF UK and partners (where appropriate) programmes are developed in a way that identifies and mitigates potential safeguarding risks throughout the project cycle (concept to closure)
- To promote and ensure that safeguarding is afforded high priority and is integrated into all functions of MSF UK
- To assist with MSF UK's external reporting requirements where appropriate
- Identifying areas for improvement in safeguarding practice and assist the development of appropriate tools for promoting a safeguarding culture across MSF UK
- Developing indicators to measure and monitor compliance with MSF UKs Safeguarding policies and standards and those of our delivery partners where required
- Supporting other ad hoc safeguarding projects
- Supporting the delivery of safeguarding initiatives with MSF UK operational partners overseas
- Support safeguarding investigations as required

EXPECTATIONS FOR THE POSITION:

- Stay abreast of professional standards, trends, and issues affecting this set of responsibilities, demonstrating continuous learning in the field.
- The post holder may be required to travel within the UK and Internationally
- To liaise, network and develop positive working relationships with relevant agencies.

PERSON SPECIFICATION

This is a developing area of work for MSF so the position comes with a significant opportunity for the successful candidate to undertake considerable professional development in the area of safeguarding. Overall, you should have a strong desire to do this specialist role and a wish to bring about change across the sector and to vulnerable people wherever MSF works.

Essential

- Demonstrable knowledge and/or experience of safeguarding or child safeguarding
- Experience of developing safeguarding resource materials, including guidance, awareness raising material, internal communications and electronic communications
- Experience in designing and delivering training and/or workshops or other capacity building initiatives.
- Experience developing and implementing organisational policies and procedures
- Ability to deal with confidential and sensitive information and experience of applying survivor centred approaches.
- Commitment to MSFs mission, purpose and values
- Excellent interpersonal, verbal and written communication skills in order to deal tactfully and sensitively with a wide range of people in a large organisation, often at a distance.
- Highly organised and able to work to deadlines.
- Ability to work independently to balance a range of priorities and maintain focus.

Desirable

- Experience of internal comms and/or behaviour change campaigns

- Fluent French or Arabic

MSF UK is dedicated to ensuring that everyone who comes into contact with us, for whatever reason and however brief, is appropriately safeguarded and protected from harm. We will take all appropriate steps to ensure that those representing us are suitable to do so, this role will therefore be subject to a range of vetting checks including a criminal records disclosure.

MSF UK/IE is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.

HOW TO APPLY

Please apply on our website by submitting a copy of your **CV** together with a **letter of motivation** by the closing date.

APPLICATION CHECKLIST

Please check that you have included the following in your application:

- An up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role

Recruitment timetable:

- **Closing date for applications: 5 June 2022, 11.59pm (BST)**
- **Interviews: w/c 13 June 2022**

PREVIOUS APPLICANTS NEED NOT APPLY