SAFEGUARDING MANAGER (MATERNITY COVER) 
RECRUITMENT INFORMATION
INTRODUCTION TO THE ROLE

*Girls Not Brides* is seeking an exceptional Safeguarding Manager for a 12-month maternity cover role, to lead on safeguarding processes across the organisation. This role is responsible for the strategic implementation and ongoing development of our safeguarding framework, providing safeguarding expertise for our staff and members and contributing to wider due diligence activities. The successful candidate will have an impressive track record of working in safeguarding, preferably within the voluntary sector and across an international context.

**Job location**

Central London with enhanced flexible working (and option for full-time home working during the Covid-19 pandemic)

**Accountable to**

Director of Operations or such other position as *Girls Not Brides* may determine

**Salary range**

£42,000 - £46,000, depending on experience, plus a generous benefits package.

**Contract** 12 months maternity cover, full time
ABOUT GIRLS NOT BRIDES

Our history

*Girls Not Brides* was initiated in September 2011 by The Elders, a group of independent global leaders working together to promote peace and human rights. *Girls Not Brides* was created as part of their efforts to bring more attention to the harmful practices that hold girls and women back, and to encourage and empower others to work collaboratively to end child marriage. *Girls Not Brides* became an independent charity in 2013.

Our vision

Our vision is a world without child marriage where girls and women enjoy equal status with boys and men, and are able to achieve their full potential in all aspects of their lives. Our vision challenges deeply embedded social norms that harm the lives of girls, women and their communities.

Our work

*Girls Not Brides* is the only global organisation uniquely focused on creating and sustaining a worldwide movement to end child marriage, and ensuring that this movement leads to tangible change for the girls at risk or affected by the practice. We are a network of over 1,500 civil society organisations in over 100 countries working in partnership to end child marriage.

Our member organisations are diverse. They vary in size, location and the type of work they do. They include programme implementers and service providers working directly in their communities, and groups focused on research and advocacy to concentrate global, regional and national attention on the problem. They include small community groups and large international non-governmental organisations.

In some countries, our member organisations have come together to form coalitions to end child marriage. They use collective engagement to consolidate their work and catalyse national action.

The secretariat rallies support to end child marriage and support member organisations by:

- Nurturing relationships with multilateral institutions, media outlets, potential donors, UN bodies and academic institutions.
- Convening member organisations and other key partners (such as UN agencies, donors, governments and academics) to address important questions, such as how to measure progress towards ending child marriage.
- Supporting the development of a shared understanding of promising approaches to end child marriage.

Our core values

- Inclusivity
- Integrity
- Pragmatism
- Collaboration
- Respect
- Determination
• Building relationships with organisations and alliances working in different sectors to ensure that child marriage is integrated into their work.

• Sharing global and regional policy developments with member organisations and spearheading collective advocacy to include child marriage in development and human rights frameworks.

• Increasing visibility and understanding of the impact of child marriage, and amplifying local and global efforts driven by member organisations to end the practice.

• Ensuring member organisations are equipped with the necessary tools and information to strengthen their work.

• Facilitating collective action by member organisations at the global, regional and national levels.

**Our impact**

When *Girls Not Brides* was launched, the issue of child marriage was almost invisible for many, especially in global fora. A few determined organisations were working on the issue, but there was little scope for them to learn from one another, share resources or work together to increase their impact. Since then, we have made significant progress. Highlights include:

• The inclusion of a target to end child marriage in the post-2015 **Sustainable Development Goals**.

• Increased understanding of the range of approaches needed to address child marriage, and the role of different sectors, thanks to our **Theory of Change**.

• Work with intergovernmental bodies like the **African Union**, **South Asia Association for Regional Cooperation**, the **Commonwealth**, and the **Organisation internationale de la Francophone**.

• Increased work in Latin America and the Caribbean, with seven governments in the region committing to addressing child marriage.

• The development of national action plans to end child marriage in over 40 countries.

• The launch of the Girls First Fund, a multi-donor initiative to support community-based organisations working to end child marriage around the world. It initiated **VOW: To End Child Marriage**, an innovative fundraising initiative.
KEY RESPONSIBILITIES OF THE ROLE

Policy, process and strategy development

• Provide expert support and advice on all aspects of safeguarding and relevant due diligence processes across Girls Not Brides

• Support the Board of Trustees and leadership in ensuring a robust safeguarding culture remains embedded throughout the organisation.

• Review, design and implement effective safeguarding and due diligence systems, policies and processes throughout Girls Not Brides.

• Ensure Girls Not Brides understands and complies with relevant regulatory and legal obligations and international safeguarding best practice.

• Work alongside the Head of Finance to create strong due diligence framework for potential grantees, focusing on safeguarding due diligence aspects.

• Work alongside Members, National Partnerships and other relevant partners to review and support their safeguarding policies and processes.

Training and capacity building

• Develop and deliver a safeguarding training programme for staff and trustees, tailored to particular roles and responsibilities.

• Develop and deliver a safeguarding training programme, guidelines and a resource bank for Girls Not Brides Members, National Partnerships and other relevant partners, which can be adapted to different contexts.

• Source and coordinate external safeguarding training for staff and partners, as relevant.

• Regularly review and update training programmes to reflect changing contexts and best practice.

PICTURED: A girl smiles during a break whilst rehearsing a musical performance at the Mariposa Centre in Cabarete, Dominican Republic. Photo: Girls Not Brides/Fran Alfonso.
Risk management

- Proactively identify and appropriately address and potential safeguarding risks across the organisation.
- Develop and carry out due diligence checks for potential partners.
- Ensure ongoing compliance with safeguarding policies and procedures across the organisation.
- Support teams across Girls Not Brides with devising safeguarding risk assessments and ensure appropriate safeguarding measures are in place for any events, communications, trips or other activities involving young people or adults at risk.
- Ensure that appropriate background checks are carried out on all staff and consultants.

Case management

- Address and manage safeguarding issues, consulting with the Safeguarding Committee (comprised of trustees and senior staff), and liaising with partners and external agencies, as relevant.
- Coordinate Safeguarding Committee meetings and manage agreed follow-up actions.
- Oversee effective safeguarding referral processes to appropriate external bodies.
- Research and become familiar with safeguarding reporting mechanisms in varied countries, as necessary and support members with using the appropriate mechanisms.
- Closely monitor all safeguarding issues and organisations and individuals or concern, including overseeing quarterly reviews of all safeguarding issues.
- Oversee the secure recording of sensitive safeguarding information and case reports to ensure compliance with data protection requirements.
- Matrix-manage Safeguarding Champions and other relevant roles as the organisation develops.
- Ensure Girls Not Brides offers appropriate support to those affected by safeguarding issues.

Networking and learning

- Ensure Girls Not Brides offers appropriate support to those affected by safeguarding issues.
- Identify and mentor Safeguarding Champions across the secretariat and partnership
- Build positive relationships across our membership and the wider sector to share expertise and build a widespread culture of effective safeguarding.
- Support partners and member organisations with safeguarding cases relating to child marriage.
- Share organisational learning with varied partners to enhance their safeguarding knowledge and practise.
• Represent *Girls Not Brides* at external safeguarding training sessions, meetings and conferences.

• Incorporate ongoing training and learning into *Girls Not Brides*’ safeguarding policies and processes.

**Wider responsibilities of *Girls Not Brides* team members**

• Commit to the mission and vision of *Girls Not Brides*, putting them at the forefront of all planning, work and actions.

• Uphold the core values of *Girls Not Brides* in all areas of work and interactions with colleagues, member organisations, partners and other stakeholders.

• Comply with *Girls Not Brides* policies and processes, with particular attention to safeguarding, the code of conduct and data protection.

• Ensure that internal databases and monitoring information are kept fully up to date.

• Commit to ongoing personal development and learning.

• Fulfil any other reasonable requests for the advancement of *Girls Not Brides*. 
PERSON SPECIFICATION

Essential

- Strong commitment to the rights and protection of young people and adults at risk.
- Interest in working to prevent sexual exploitation and abuse and supporting survivors of sexual violence
- Significant professional experience in a safeguarding role, including assessing a wide variety of safeguarding risks, managing safeguarding issues, and developing and implementing policies and procedures.
- Undergraduate degree or equivalent experience plus extensive safeguarding training to designated safeguarding officer level.
- In-depth knowledge of best practice in safeguarding including familiarity with Charity Commission guidance, international safeguarding standards and recent developments in the voluntary sector.
- Highly developed relationship-building skills with the proven ability to influence others and successfully embed new ways of working across organisations.
- Experience of designing and delivering engaging training for varied audiences.
- Ability to securely and sensitively manage confidential information including designing relevant case management processes.
- Skilled team worker with an inclusive and collaborative approach, in line with Girls Not Brides values.
- Skilled decision-maker, able to think analytically, pragmatically and act with integrity.
- Strong strategic thinking and problem-solving skills and the ability to appraise options and adapt plans as required.
- Ability to manage difficult conversations and emotionally demanding situations with sensitivity and compassion.
- Highly organised with excellent information and database management skills.
- Eagerness to maintain and develop knowledge and skills through regular training and professional development.
- Excellent written and spoken English with an eye for accuracy and attention to detail.
- Willingness to work flexibly and travel internationally, sometimes at short notice.

Safeguarding

*Girls Not Brides* is committed to safeguarding all children, young people and adults at risk with whom our staff and representatives work and interface. Any employment with *Girls Not Brides* may be subject to the satisfactory completion of a background check and a criminal records check which can include but is not limited to: an overseas police record check, a Disclosure and Barring Service Check (for those based in the UK) or an International Criminal Record Check (if applicable).
Desirable

- A relevant postgraduate qualification.
- Experience of working in the international not-for-profit sector.
- Experience of gender-based issues.
- Proficiency in French, Spanish or Arabic.

HOW TO APPLY

We are an equal opportunities employer and we welcome applications from all suitably qualified persons.

To apply, please send your CV and a brief cover letter demonstrating how you meet the criteria for this position to recruitment@GirlsNotBrides.org by 23:00 GMT on 30 November 2020 clearly stating “Safeguarding Manager and your name in the subject line.

First round video interviews will take place via Zoom at the beginning of December.

We regret that due to the large number of applications anticipated, only shortlisted candidates will be contacted.