

JOB DESCRIPTION

Job Title:	Global Security Adviser
Location:	London
Reporting to:	Head of People and Culture
Salary:	£44,000 - £51,000
Contract terms and hours:	One year fixed term contract. The standard working week is 37.5 hours
<p>Background:</p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.</p> <p>In our country offices we work in partnership with local organisation, supporting women, youth and community groups in their efforts to build peace and respond to the impact of the conflict, by identifying and addressing safety and peace-building needs that are specific to the different communities. Our ultimate focus is to reduce the impact of conflict and insecurity on the poorest and most vulnerable in society.</p>	
<p>Job purpose:</p> <p>The Global Security Adviser will advise on Saferworld’s security related obligations in head office, global, regional, and country offices. This will involve developing and supporting systems, policies, processes and capacities to anticipate and mitigate risk to staff while maintaining effective programmes. The post-holder will work with country and head office staff and managers on security issues, with the aim of enabling staff and managers to maintain high standards of security awareness, planning, practice, and management. S/he GSA will also make recommendations to contact points and senior management on global security policy, and, as necessary, respond to security threats and individual security situations worldwide.</p>	
<p>Role and responsibilities:</p> <p>Security strategy, plans and procedures</p> <ul style="list-style-type: none"> • Oversee the development and maintenance of Saferworld’s security policy and guidelines. • Regularly assess and report on compliance and enhance staff awareness • Review security infrastructure and make recommendations to further enhance staff security. • Undertake spot checks to test organisational systems and compliance. • Maintain oversight incident reporting system and ensure that up-to-date, relevant incident data is available and disseminated on a regular basis. • Develop and distribute standard reference materials to help country managers to monitor the security and safety of their staff and fulfil their duties as security managers • On a regular basis, gather lessons learned from the implementation of policies, procedures and guidelines, and advise on the amendment of parameters where necessary. • Ensure relevant managers in Saferworld take responsibility for corporate crisis management preparedness and response plans for UK and country offices, including contingency planning for emergency evacuation. Ensure these systems are regularly tested through realistic and robust exercises that involve both HQ and field based staff 	

- As required, prepare reports detailing the management of security within the organisation for a variety of internal bodies such as the Board and Executive Management team

Coordination, advice and support

- Provide technical support and guidance to all staff on security-related matters.
- Ensure regular communication on security issues, contributing to ongoing awareness of the security agenda at all levels of the organisation, proactively encouraging the development of an improved security culture at Saferworld
- Stay abreast of major security/political/economic/social developments in the countries/regions Saferworld operates in, and advise staff on the security implications of any changes in these areas.
- Coordinate with the operations team, so as to ensure staff travel is conducted as safely as possible and adheres to organisational travel policy. Liaise with travel providers when needed
- Provide support for planning and execution of travel to high risk locations, particularly countries where Saferworld does not have a permanent office

Assessment

- Undertake security assessments/audits of programme areas and potential programme areas, and provide informed recommendations on the security situation and level of risk.
- Undertake site/office/residence security assessments as requested and advise on the overall security and the current security measures in place; advise relevant staff on how to keep this information up to date and maintain a high level of security awareness. Develop systems that allow such security assessments to be carried out by other staff.
- Monitor country office security compliance and rapid response to incidents.

Briefing, training and learning

- Provide in-house security training for all UK based staff on a quarterly schedule, and train country office staff on an ad hoc basis
- Provide oversight of training provision and advice as needed, including procuring and liaising with third party providers
- Provide support to country offices and UK staff in identifying security training needs and solutions, including the identification of appropriate in-country options.
- As required, prepare security briefing for non-staff personnel who are travelling under the auspices of Saferworld
- Review and amend as necessary the security training policy and monitor its implementation and compliance.
- Conduct training for senior leadership (or members of the risk management team) on content of country security plans and how to use plans in responding to an emergency from a country location

Representation

- Develop and maintain good working relationships with security personnel in other peacebuilding organisations
- Liaise with country authorities and security networks (such as United Nations, embassies, high commissions, security providers & other NGOs) to gather and verify security information on a regular basis.
- Represent at Saferworld at other meetings as required.

Policy

- Ensure Saferworld's security policy, procedures and systems are coherent, effective and informed by our experience, that of our partners, and the organisation's approach to security and protection.

Key working relationships

- **Head of People and Culture** – responsible for providing leadership, operational support and oversight of the security portfolio to enable the safest and most efficient management of security activities within Saferworld
- **Director of International Programmes** – working collaboratively, sharing information, providing advice and guidance to Saferworld locations worldwide
- **Risk management team** – conducting training and providing advice
- **Heads of region and country managers** - providing strategic direction, technical advice, and coordination.
- **Operations and HR teams** – working in cooperation on compliance with security training policies.

Scope and accountability

Decision making and limits of authority	Decisions relating to organisational security although overall responsibility lies with the Executive Director Oversight of organisational security policy and protocols for staff, consultants and, where applicable, partners. Responsibility for monitoring compliance with agreed systems and procedures.
Other resources	Overall responsibility for the security of staff across the organisation
People management	N/A
Legal, regulatory and compliance responsibility	Ensure compliance with security protocols

Person specification

Knowledge, qualifications and experience

- A sound understanding of international relations, geopolitics and ongoing international security issues
- People, team and organisational management experience
- An understanding of the role of international NGOs in development and humanitarian response, in particular peacebuilding NGOs
- Significant experience working in a security capacity with an international development or humanitarian NGO or multi-lateral agency (UN, EU) in a developing country
- Progressively responsible experience in security, risk, disaster or emergency management in the public or private service areas, such as national security, military or police, or in an INGO, corporate environment or related field Experience of security risk management standards, of undertaking security assessments and audits and implementing security management systems and protocols
- Experience of working in a variety of contexts and insecure environments
- Experience of developing, presenting and facilitating successful trainings and workshops.
- Some familiarity with humanitarian standards (e.g. Core Humanitarian Standards, SPHERE, Red Cross and Red Crescent Code of Conduct and IHL instruments, HAP)
- Experience of working with local partner organisations
- Ideally a university degree in security management, business administration, political/social science, psychology, international relations, or related field.

Skills and abilities

- Excellent communication skills in written and oral English, with a proven ability to communicate across differences in culture and language.
- Ability to build rapport and influence behaviour change across an organisation and across cultures

- Ability to keep geographically dispersed teams aligned with a single overarching security strategy.
- Ability to collaborate with a variety of different teams across the entire organisation and formulate bespoke solutions that are pragmatic and user friendly.
- Ability to establish and maintain strong relationships with a range of key internal and external stakeholders.
- Ability to identify risks and solve problems in a rapidly-changing context, particularly at times of crisis, while remaining calm and assuming a leadership role as required.
- Leadership skills to provide direction to management and country teams.

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- ommitment to the vision, mission and values of Saferworld

Other requirements

- Be willing to undertake travel to East Africa and Asia or other locations as needed, and undertake the above tasks in project locations worldwide, sometimes in insecure environments and at short notice.
- Overseas travel approximately 8 weeks per year.

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at jobs@saferworld.org.uk (Ref: GSA)

Deadline for applications: 1 September 2019