

DIRECTOR OF SAFEGUARDING

| JOB DETAILS | |
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| LOCATION Nairobi preferred or other established office location | CONTRACT TYPE: 4-year fixed term |
| INTERNAL JOB GRADE: A | DEPARTMENT and TEAM Operations and Safeguarding |
| SALARY: tbc depending on location | HOURS (FTE): Full Time – to a maximum on 36 hours per week (dependent on the contracting location) |
| FLEXIBLE WORKING <i>'We believe flexible working is key to building the Secretariat of the future, so we're open to talking through the type of flexible arrangements which might work for you</i> | |
| COMMITMENT TO DIVERSITY AND INCLUSION We are committed to ensuring diversity and gender equality within our organization. | |
| DEPARTMENT PURPOSE: The Operations Department provides efficient, safe operational functions and support grounded in Feminist Principles that enable OIS to play its role of convening, thought leadership and standard setting in the Confederation effectively. | |
| TEAM PURPOSE: To ensure that Oxfam continues to be a safe, accountable, and feminist organization, safeguarding is integrated into all aspects of Oxfam's work. To support this endeavor, an Oxfam confederation-wide Safeguarding Network has been established to lead and serve the needs of the Oxfam Confederation's safeguarding work. This team, under the strategic direction and leadership of the Oxfam International (OI) Director of Safeguarding, is made up of roles with a wide range of expertise and from different parts of the organization (affiliates, regions, Oxfam International Secretariat and Oxfam International). The team leads on the development of confederation-wide safeguarding policies, procedures, tools, standards and training materials, and coordinates, aligns and ensures the consistent delivery of Oxfam's safeguarding commitments across Oxfam's global operations. The team engages both internationally and nationally on safeguarding issues, and aims to be a leader and influencer within the sector. This team will lead and support the needs of the Oxfam Confederation on preventing and managing safeguarding. The Safeguarding Network is made up of roles with a range of expertise and from different parts of the organization (affiliates, regions, Oxfam International Secretariat). The team will coordinate, align, and ensure consistent delivery of Oxfam's safeguarding program across the Confederation/country programs to create a working environment free from sexual exploitation and abuse and to protect all those we work with from any form of abuse | |
| JOB PURPOSE: The Oxfam International (OI) Director of Safeguarding provides expertise, strategic leadership, and direction for the continuous development of confederation-wide safeguarding strategy, policy and culture, based on Oxfam's mission and core values, and has overall responsibility for the implementation of Oxfam's safeguarding strategy, achieving set goals and leading coordination, consistency and oversight of Oxfam-wide safeguarding efforts. The OI Director of Safeguarding has overall responsibility for | |

the efficient management of the Safeguarding network and line management of OI Secretariat safeguarding team and matrix management of regional safeguarding staff and is responsible for aligning the Safeguarding function to Oxfam’s strategic vision and multiyear plans. The OI Director of Safeguarding will be the strategic lead for all aspects of safeguarding in relation to Oxfam’s global programmes. The OI Director has a pivotal influencing role in promoting highest safeguarding standards with management and staff across the confederation, including at governance level, working across a broad range of organizational boundaries, influencing, implementing, and working within the priorities set by the Safeguarding network. OI Director of Safeguarding will be key in the development of external relations across the sector, representing Oxfam internationally, seeking to influence national, regional, and international safeguarding developments. The Oxfam International Director of Safeguarding plays a pivotal role in the realization of confederation-wide strategic safeguarding goals, including the on-going development and implementation of safeguarding policy and processes across the confederation, to further strengthen and embed a culture across the organization whereby safeguarding is the essential thread running through all we do and recognized as a shared responsibility across all areas.

The OI Safeguarding Director will lead the ongoing improvement and delivery of the Oxfam Safeguarding function, overseeing quality, and agreed standards are met. To influence, advise and support the OI Executive Leadership Team and key Confederation governance bodies to ensure that all decisions are considered through a safeguarding lens, and that matters that could affect the safety and wellbeing of Oxfam staff, volunteers, and those we work with are brought to the attention of Leadership and the Board. The work has a global mandate covering the country programs, regions, Global Humanitarian Team, Oxfam International Secretariat and Oxfam affiliates. To represent Oxfam externally on safeguarding, ensuring that Oxfam is linked to, influencing, and contributing to sector wide safeguarding initiatives as well as meeting with key external stakeholders.

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| ROLE REPORTS TO | OI Chief Operating Officer |
| ROLES REPORTING TO THIS POST | Safeguarding Operations Lead, Global Safeguarding Lead with matrix management to Regional Safeguarding Advisors |
| BUDGET RESPONSIBILITY | Safeguarding team within OI |

KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)

Global Safeguarding Strategy and Culture

- Enhance and oversee the delivery of the Oxfam Safeguarding Strategy ensuring it is enhanced, developed, and maintained and monitored, and is a mainstreamed issue within Oxfam.
- Lead the delivery of the Oxfam Safeguarding & Culture Framework, and Provide strategic vision to drive through essential, systematic integration of SG into all of Oxfam's work.
- Act as strategic lead for all constituents of safeguarding in Oxfam operations, with specific emphasis on preventative aspects of work
- Build a culture that embodies a consistent tone, energy and language iro Safeguarding.
- In close collaboration with OI departments and Executive Leadership Team, drive the integration of safeguarding roles and responsibilities throughout all aspects of Oxfam’s work.

Global Safeguarding Systems, Policies and Systems

- Ensure that standards of safeguarding are maintained across all parts of the Oxfam Confederation
- Ensure a robust and effective One Oxfam case management process & work to enhance the newly introduced case management system.
- Ensure the development of staff capacity through the socialization and embedding of safeguarding policies & procedures across the confederation.
- Oversee the One Oxfam Case Management and Misconduct Reporting SOPs.

- Coordinate the Oxfam Confederation to develop and implement a program of support and assurance for the organizations we partner with in our countries and regions, to ensure that suitable safeguarding arrangements are in place across all Oxfam's programs and activities.
- The consistent reporting and monitoring of Safeguarding globally (e.g., lead the compilation of the OI Integrity Report) allowing for proactive responses and decision making.
- Ensure consistency of thought and practice within the confederation (e.g., establishing One Oxfam policies and training) and engaging with the wider sector, to be a global, strategically influencing voice.
- Enhance and maintain One Oxfam Safeguarding standards and Operating Procedures to take into consideration learning through implementation and necessary changes
- Ensuring compliance to the Global commitments on Safeguarding.

Thought Leadership and Influencing

- Participate in sector/external stakeholder engagement including participation in international sector platforms on safeguarding, benchmarking market best practice and positioning Oxfam as a thought-subject -matter leader
- Work with OIS Executive Leadership Team and governance structures to deliver an effective system of governance of safeguarding, ensuring appropriate oversight of meeting of agreed standards, as well as trend analysis, and risk mitigation strategies.
- Strengthen the SG voice within program design, risk assessment and mitigation and safe programming in a coordinated and consistent way both at OI and country level. Integrate safe programming and SG risk management within the project cycle (e.g., safe and accessible community-based complaint mechanisms for SEA, response capacity and expertise for safeguarding at country level). This would include working closely with our Global Humanitarian team.
- Lead the coordination of safeguarding positioning and external engagement within the wider sector and represent Oxfam International externally on sector wide debates on safeguarding management

Leadership of Safeguarding resources

- Engage with the members of the Safeguarding network of colleagues across the confederation, ensuring that there are clearly communicated and consistent expectations and standards for these roles
- Lead, support and develop the OI Oxfam Safeguarding Team and the Safeguarding Network.
- Lead, support and develop the Oxfam Safeguarding network who contribute to preventing and managing safeguarding
- Management and leadership of the OIS safeguarding team, and matrix management of Regional Safeguarding positions.
- Ownership and management of the OIS Safeguarding budget.
- Building capacity across the Confederation through consistent training and development
- Work with the OIS People and Culture Director and the confederation HR community to ensure compliance to safeguarding policies, including safe recruitment practices. to ensure that all those appointed to and working for Oxfam as well as act on our behalf are suitable to work with children & vulnerable adults and uphold the standards and values of Oxfam.
- Monitor activity to ensure there is an adequate resource for the Safeguarding Network across the confederation.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

Be committed to our [feminist principles](#), and to apply them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression because of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- Self-Awareness
- Influencing
- Relevant qualification in a safeguarding -related field (which could include gender-based violence, social work etc.) and/or extensive experience in preventing, detecting, and responding to sexual abuse and exploitation, sexual harassment, and/or child abuse.
- Experience of working at a corporate, strategic level within a complex organization.

Desirable

- Ability to speak French, Spanish, or Arabic in addition to English.
- Experience working for an International NGO or UN agency.

SAFER RECRUITMENT: Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.