

Job Title **Global Safety & Security Manager**
Grade **F**
Reports to **Director, Risk and Assurance**
Location **London (UK), Nairobi (Kenya), Kuala Lumpur (Malaysia), Tunis (Tunisia)**

Role Purpose:

This role is responsible for designing and implementing a robust framework of policies and procedures to ensure the safety and security of IPPF Secretariat staff and volunteers who reside and work worldwide, delivering critical life-saving care to those in need.

This responsibility will include leadership on the ongoing management of the secretariat's global security plan for its seven regional offices (Belgium, Fiji, India, Kenya, Malaysia, Mexico, UK, Tunisia), which comprises risk assessment and support for the implementation of reliable solutions.

The role will also require providing assurance and support to Secretariat staff and volunteers by establishing a robust process to meet their travel safety needs. This will include assessment and support for travel to high-risk contexts, but it must also center race, gender, identity, and other similar characteristics that impact a person's safety as they travel across communities, countries, and borders.

Context of Role:

This is a role for a seasoned safety and security expert with experience working with INGOs in complex and high-risk settings. The role is required to have expertise in assessing potential security and safety risks from conflict to climate change, from gender to race, from natural disasters to sudden political changes.

IPPF is a federated organisation with over 100 members associations and affiliate partners spread across the globe. Though this position is not responsible for the security and safety of all our members, is required to appreciate the challenges these bring, especially to our humanitarian and emergency response teams who are often deployed in crisis settings.

IPPF exists to provide critical sexual and reproductive healthcare globally and is involved in advocacy over issues as divisive as abortion, LGBTQI+ rights, and feminism. The role will therefore be required to have strong awareness of the specific risks this work brings in the current political climate.

The role itself does have some travel (up to 30%) but this will not be a central factor in this role with expectation that more remote working can be supported.

Key Deliverables:

Strategic:

- Policies and Procedures: Define and implement a robust and sustainable set of safety and security policies and procedures to support secretariat staff and volunteers.

- **Security Plans:** Oversee the ongoing maintenance of the specific security plans for the IPPF's seven regional offices (Belgium, Fiji, India, Kenya, Malaysia, Mexico, United Kingdom). Develop and maintain strong working relationships with regional teams to ensure the policies are adhered to.
- **Travel Safety:** Design and implement a reliable framework to ensure the oversight and support for travel across the Secretariat, with agility and flexibility to provide more detailed focus on travel to high-risk contexts.
- **Crisis Management:** Ensure senior management are briefed and remain appropriately trained on crisis management response. Consider how a framework or pre-emption and advance preparation to potential emerging threats may support this.
- **Ad Hoc Advice and Ongoing Support:** Provide strategic and practical advice to the Divisional Leadership Team (DLT) and Member Associations and Affiliate Partners working in countries with high-security risks in keeping staff and volunteers safe.

Systems:

- **Pre-Travel Support:** Support the safe deployment of IPPF staff and volunteers (including Humanitarian and IPPF Surge Team members) to high-risk settings by developing safety and security briefings, training and in-country assistance mechanisms.
- **Incident Monitoring System:** Establish systems to respond to safety and security incidents or near misses and ensure enhancements/ amendments to mitigate future occurrence for high-risk settings (including Humanitarian contexts). **Staff Inductions and Onward Training:** Develop a robust framework for mandatory staff inductions and onward training. Consider using online training solutions to support this and mitigate the need for workload.
- **Staff Awareness:** Establish a suitable framework for ongoing connection and awareness of security and safety needs in the secretariat e.g. refresher training, email notifications, team briefings, with the aim of keeping safety and security at the front of people's minds as they consider their activity.
- **Insurance Policy Coverage:** Work with the Director, Risk & Assurance to ensure IPPF has adequate insurance policy coverage for activities including travel, especially for those working in high-risk contexts, and access to professional medical/health services before during, and after travel.

Capacity building:

- **Training:** Advise on appropriate safety and security training and resources for staff.
- **Focal Points:** Build and mentor a team of Security Focal Points to ensure minimum in-country security understanding capacity.
- **Support for Members:** On an exceptional basis, be able to provide more in-depth support to Member Associations and Affiliate Partners operating in identified high-risk settings. Consider in-person visits or use of and oversight of consultants, or support remotely, to ensure they have up-to-date Safety and Security Plans and effective safety and security practices in place.
- **Evaluation:** Employ evaluation methods to track staff and MAs' uptake of safety and security approaches and the appropriateness of interventions.

Reporting:

- **Line Manager:** Collaborate with the line manager, the Director of Risk & Assurance.

- Senior Management: Prepare regular updates and share information with senior management, trustees, and other relevant internal or external stakeholders.
- Safeguarding: Adhere to the safeguarding reporting & monitoring requirements of this role.

General:

- To ensure gender and race are effectively mainstreamed within the post's remit and in line with IPPF's Gender Equality Policy and anti-racism commitments.
- To build and maintain positive relationships with all members of staff and contacts within and outside the Federation. In particular, relationships with the Director-General, trustees, and representatives of donor organisations.
- To take collective responsibility for safeguarding
- To undertake any other reasonable duties as may be requested from time to time

Reporting/Management Responsibility:

- Lead the Safety and Security function across IPPF.
- Supervises consultants as required.
- Annual budget preparation of centralised Safety and Security budget - monitoring of actual expenditure against budget.
- Supports Director, Risk & Assurance in effectively implementing safety and security policy.
- Advises IPPF Secretariat Offices and MAs.

Expertise:

- Experience: At least ten years working in a similar role providing safety and security support in a global organisation
- Experience of working in the non-governmental sector is desirable but not essential
- Evidence of platforming and centring gender and identity in safety and security policies and procedures.

Skills:

(Add In)

- Empathy: It is critical that the postholder can empathise with the challenges our staff may face. We are proud to have a diverse staff body, and it is imperative that their concerns and any particulars are put front and centre when providing critical safety and security advice.
- Leadership & Accountability: Staff members look to this postholder for support and guidance in a critical area—their personal safety and awareness. It is vital that the postholder can meet this expectation and provide the clear guidance staff often need in such situations.
- Report-Writing Skills: The postholder will be responsible for refreshing our plans and procedures, so they must be strong writers able to convey complex critical messages succinctly and clearly.
- Problem Solving: Inevitably, crises and unexpected events will happen. The postholder will be centrally involved in responding to these. They therefore must be agile, flexible problem solvers with demonstrable experience in this area.

- **Project Management:** The postholder may want to develop and/or evolve current IPPF practice. In such instance, good project management experience is needed with appreciation for budget oversight and problem solving skills.

Your Ethos:

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of workers' rights and access to health care in sex work.
- IPPF welcomes applications from candidates with empathy for or lived experience of existing within a marginalised group.
- Leads with kindness and endless curiosity.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.