

Head of Safeguarding Position Description

Reporting to:	Head of Group Operations and Risk	Work location:	Flexible
Department:	Group Operations	Budget holder:	Yes
Team:	Group Operations and Risk	Direct reports:	1

Here you'll make a difference

At Save the Children Australia (SCA), we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

We are looking for an experienced leader with a strong background in safeguarding to join our Group Operations team as the Head of Safeguarding. In this highly visible and pivotal role, you will lead and drive SCA's child and adult safeguarding standards across the organisation, ensuring we do no harm to children, young people or adults at risk we work with.

As Head of Safeguarding, you will engage with a wide range of internal and external stakeholders to review and strengthen safeguarding frameworks. You will support the implementation of relevant policies, procedures and strategy across diverse and varied business unit operations and localities, ensuring the effectiveness of these and associated risk controls. You will oversee and support safeguarding incident management, including investigations, and provide regular insight reporting to the Executive and Board.

With a view to continuous improvement, you will lead the SCA safeguarding Community of Practice, ensure review and development of safeguarding training material and represent SCA at relevant external fora.

Here your skills will be valued

Role requirements

- Review and strengthen safeguarding frameworks
 - Build capability in safeguarding across the organisation, including regular delivery of training
- Mature safeguarding practices and embed continuous improvement activities
- Monitoring and continuous improvement activities
- Safeguarding Incident Management, including management and oversight of investigations
- Internal and External stakeholder management
- Regular insight reporting to SCA Board, Executive, and Senior Management team
- Line manage and supervise the Senior Safeguarding Advisor
 - Senior leader of Group Risk and Operations team, including management responsibilities in the absence of Head of Group Risk and Operations

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied
- Ensure staff have completed all required training and have up-to-date background and working with children checks

- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Show leadership towards health and safety awareness and improvements

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Demonstrable relevant experience at/or equivalent to a Head of Safeguarding or Safeguarding Leader (at least 8+ years.)
- Strong Leadership and People Management Skills.
- Deep understanding of safeguarding principles and approaches, and a proven ability to implement and mature safeguarding across challenging and varied operational environments.
- Excellent communicator, facilitator and leader, able to clearly and confidently articulate, communicate on and deliver the SCA safeguarding strategy.
- Ability to operate at a senior management level and transition seamlessly between strategic safeguarding risk management and day-to-day operational response.
- Strong negotiating skills to engage and influence all levels of staff.

Required qualifications and/or accreditations

- Degree qualification in Human Services (Social Work, Psychology, Law etc)

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Required **Travel:** Occasional travel required

Working with Children Check: Required **Assets:** Laptop