CANDIDATE INFORMATION SHEET

Information Management Systems Manager (Fixed Term – 6 months)

Remote from home, supporting MAG Ukraine

TERMS OF APPOINTMENT

This is a fixed term position for 6 months, which has been classified 'remote'. MAG will consider applications from candidates who are based in any country, globally, however the final decision on whether employment in a specific country location can be supported will be based on a compliance and budget check, and be reviewed by MAG's senior management. You should therefore clearly set out the country that you would wish to be based remotely in. Please note that the terms and conditions of employment may be set according to location, to ensure legal compliance, and therefore it is not possible to include full details here. Depending on location, employment may be arranged through an Employer of Record service. The details provided below are relevant to UK-based applicants. To find out about terms and conditions in another location, please contact humanresources@maginternational.org.

You will be expected to travel to MAG's offices in Ukraine as required. The length of time spent in Ukraine will be discussed with you at interview stage but will be a maximum of 90 days within the 6-month contract period. Due to the nature of this role, you must have the right for visa on entry for Ukraine and the capacity to transit through Poland. The costs of such travel, and any required accommodation, will be borne by MAG.

THE BENEFITS PACKAGE

Remuneration

The starting salary will be £40,416, per annum based on a 37.5 hour working week. Further information on terms and conditions will be provided to the successful candidate.

Other Benefits



Leave: Annual Leave starts at five weeks each year and increases with service to six weeks.

We also offer paid sick leave, and the amount of the entitlement increases with service. Once you've been with MAG for two years, you're entitled to 13 weeks. MAG also has policies on compassionate leave, flexible working and family leave, including maternity, paternity, adoption and surrogacy leave.



Other benefits: MAG has a number of other benefits in place, including:

Pension: MAG has a salary sacrifice group personal pension plan in place, and matches employee's contributions up to 5%. This is only available to individuals based in the UK.

Ride to work bike scheme: This enables employees to buy a bike using the Governments salary sacrifice scheme - 'Cycle to Work'. You can save on the price of a bike and accessories through income tax and NI savings (another salary 'sacrifice'), up to a maximum of £1,000. This is only available to individuals based in the UK.

Insurance: MAG provides personal accident insurance and life assurance to all staff, as well as medical and repatriation insurance for any period spent overseas whilst working for MAG.

Professional Subscriptions: MAG will pay for the cost of your annual subscription/membership fee for one professional body in certain circumstances.

Employee Assistance Programme: MAG offers free access to Health Assured, a service providing 24/7 confidential support and expert advice on a wide range of issues.

OTHER TERMS

Working Hours: The normal working week is 37.5 hours, Monday to Friday, from 9.00am to 5.30pm with a one hour unpaid lunch break. However, we encourage individuals to find a working pattern that provides them with the best

work/life balance possible, and are open to talking about flexible working. MAG has a flexible working policy and the details of this can be provided on request.

Probation: You will be subject to a six-month probationary period.

APPOINTMENT AND BACKGROUND CHECKS

MAG is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of the communities with whom MAG engages. MAG expects all staff to share this commitment through our Policy on Personal Conduct. We place a high priority on ensuring that only those who share and demonstrate our commitment to Safeguarding are recruited to work for us.

All post holders with MAG will undertake the appropriate level of training and are responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include police / criminal record and anti- terrorism checks.

You can access a copy of MAG's Background Checks Policy here. You can find out more about our commitment to Safeguarding here.

References: All offers of employment will be subject to the receipt of professional references which cover your last five years of employment, and are satisfactory to MAG (and where appropriate for the role, verification of your professional membership and qualifications). MAG requires references from your two most recent organisations, and which cover the entirety of the last five years of employment. Your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you.

MAG also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Further information on MAG's reference checking process will be provided to the successful candidate.

Police/Criminal Records Check: In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a Police/Criminal Records check. This role has been identified as requiring such a check on appointment, and once every three years during employment. You will also be required to make a criminal record self-disclosure on appointment. Further information on MAG's police/criminal records check process will be provided to the successful candidate.

Responding to a Criminal Conviction: MAG will not discriminate unfairly on the basis of a conviction or other information revealed, and is committed to equal opportunities in employment. Declaration or discovery of a criminal history will not automatically preclude a person from being or remaining employed.

Anti-Terrorism: To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

Medical clearance: MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post. All offers of employment will be subject to medical clearance and the successful candidate will be required to complete a medical form.

Asylum and Immigration Act 1996: You will need to show evidence of your eligibility to work in the UK. Further information will be provided when an offer of employment is made.

OUR EQUITY, DIVERSITY AND INCLUSION COMMITTMENT

MAG is committed to the principles of equity, diversity and inclusion. If you think you would be suited to one of our roles we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential. Women are encouraged to apply.

APPLICATION AND SELECTION

Data Protection: MAG is an international organisation with programmes worldwide, many outside the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection of personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment. For unsuccessful candidates, all recruitment information collected during the application process will be confidentially destroyed six months following the end of the recruitment campaign.

Response Instructions: Application is by completed application form. This document should be submitted to humanresources@maginternational.org by the closing date of 26th November 2023.

Interview Arrangements: Interviews may be held using MS Teams. Where a face-to-face interview is preferred, reasonable travel expenses will be reimbursed where agreed in advance. Please advise us of any dates that you would not be available for interview if you were shortlisted. If you have been shortlisted, you will be contacted by email to confirm interview arrangements. If you have not been contacted within three weeks of the closing date, you should assume that your application has not been successful.