

Mines Advisory Group (MAG)

Appointment Health & Safety Co-optee

Appointment Details

— Sept 2023



MAG

saves lives builds futures



A Note from the Chair

Dear Applicant,

Thank you very much for your interest in the Health & Safety Co-opted Committee Member role.

This co-opted role sits on MAG's Health, Safety, Security and Safeguarding Committee (HSC), plays a valuable and essential role in ensuring that MAG has the right arrangements in place to keep our staff and the communities we serve safe.

MAG is a very special humanitarian organisation with a long-term commitment to the millions of women, men, girls and boys affected by violence, conflict and instability.

We don't hear enough from these survivors who often face deadly risks to their lives and livelihoods for decades. Our work to make their lives safer involves clearing landmines and other explosives; reducing armed violence through weapons and ammunition management; risk awareness education; and advocating and influencing.

As we enter the final quarter of 2023, MAG is currently delivering in more countries, with more people, than ever before.

In the last five years, our work has benefited some 10 million people and we have found and made safe almost half a million landmines and explosive remnants of war.

We have also delivered almost 200,000 education sessions in that period and destroyed thousands of small arms and



millions of rounds of ammunition that might otherwise have found its way into communities.

MAG is a very effective practical organisation, yet its impact goes way beyond technical achievements, setting communities free to develop socially and economically.

Survivors talk about their joy and relief from fear when their communities are made safe, when children can play freely outside for the first time or go to school again without risk and when parents can develop their land, transport goods or generate opportunities that will build their future.

Across MAG, in the 32 countries where we work, national staff – who make up the great majority of MAG – will proudly tell you that they undertake this potentially risky work because they want to do something vital for their community and their families.

The exceptional commitment of our staff and partners is inspiring. The determination that all MAG staff share across the MAG family is something our trustees cherish. Communities around the world deserve so much better than to continue to live in fear of violence, conflict and instability.

I am deeply proud of what MAG achieves and I know the whole Board wants to support MAG's work with communities and partners so we can achieve even more.

The successful applicant will receive a comprehensive induction programme to enable them to thrive and succeed in the role. They will attend HSC meetings, which are held virtually four times a year, approximately every three months. Committee meetings usually last 2 hours.

If you think you might be able to add insight, diversity and experience, if your interest is sparked as you read the pack, or if you have any questions, please get in touch.

With best wishes,

Julia Palca
Chair of Trustees, MAG
August 2023



Who We Are

The Mines Advisory Group (MAG) is a global humanitarian organisation that changes and saves lives every single day. We have been operating for 33 years, delivering transformational change for some of the most vulnerable people in the world and in some of the most fragile places in the world.

We find and destroy landmines, cluster munitions and unexploded bombs in places affected by conflict. Since 1989, we have helped over 20 million people in some 70 countries rebuild their lives and livelihoods after war.

But still, every day, about 15 people are killed or injured by landmines and unexploded bombs

somewhere in the world.

Tragically, over half of the civilian casualties are children.

Landmines and unexploded bombs don't just threaten lives. They also blight communities by hampering normal life. They prevent people from travelling safely to school, to the market, to health centres and to water sources.

Landmines mean impoverished communities that are recovering from conflict cannot access their land to grow crops and generate income.

Landmines deny already traumatised people who have been displaced by war the chance to

return home safely.

Our staff and the communities where they work and from which they come are at the heart of everything we do.

We are determined to deliver a safe future for the women, men and children affected by violence, conflict, and insecurity.

We believe in a world where people can exist with dignity and choice, where their human rights are upheld and where they can live free from the fear from landmines, explosive remnants of war and the impact of small arms and light weapons and ammunition.

We believe this is a world worth fighting for.



Our Strategic Direction

In July 2023, the Boards of MAG and MAG US approved a New Strategic Framework for the period 2024-2028, which will effectively act as a roadmap as the organisation navigates the uncertainties of a world increasingly beset by conflict and armed violence.

The new strategy will be an evolution of MAG's current strategy and will stay true to our vision of a safe future for women, men and children affected by violence, conflict and insecurity.

One of the critical emerging themes as we formulate our new Strategic Direction is the importance of enhancing our financial sustainability, given our donor -

dependent business model. This means finding ways to diversify our income base and grow unrestricted income.

Our new Strategic Direction will, however, continue to be grounded in our belief that people should enjoy the right to live in communities where their rights are upheld, with dignity and choice, and free from the fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

We will continue to use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons

and ammunition on people and communities.

The four Aims of our current 2018-2023 strategy are:

1. MAG will deliver a global programme of action to reduce the impacts of Explosive Ordnance and Small Arms, Light Weapons and Ammunition.
2. MAG will be sensitive, responsive, and inclusive in the ways we work with each other, our partners, and the communities we support.
3. MAG will maximise the reach and impact of its work through external engagement and partnership.
4. We will be a well-managed, accountable, and sustainable organisation.



Our Diversity Goals

MAG's mission is driven by its staff, donors and the communities we work with around the world.

They have shaped MAG to be a global charity, made up of men and women from a huge variety of nationalities, ethnicities, experiences and faiths (and none); and socio-economic backgrounds, as well as people who bring their very individual and unique experiences.

The MAG Board believes reflecting this diversity in our leadership is an essential underpinning of strong governance and responsible decision making.

Therefore, in selecting Co-opted Committee members our aspiration is to meet the needs of MAG as a

complex, global charity and ensure the individuals who make up MAG's Board and Board Committees, collectively provide the diversity of skills, experience and backgrounds to reflect MAG, its work and its values.

We will continue to work on being more representative and inclusive whilst still ensuring we collectively provide the leadership and skills MAG needs to fulfill its mission and safeguard our communities.

We remain determined to better represent MAG as a global, diverse organisation on our Board and Committees.

We want to balance gender, age, disability, geography, experience, alongside very critical and specific

skills expectations and people who bring diversity of thought and approach.

The MAG Board is currently focused on collectively achieving:

- a 50/50 balance of women and men;
- as far as our British-based Trustees, to be more representative of the ethnic and racial diversity of the UK where we are registered;
- having at least one (but preferably more) Trustees who have lived experience of the communities in which we are working; and
- reflecting the voices and experiences of different generations.



Our Trustees

MAG's Board of Trustees is responsible for the strategic direction of the organisation, whilst operational decision-making is delegated by the Board to the Chief Executive and MAG's Leadership Team, who coordinate and direct MAG's work worldwide.

Matters reserved for the Board are set out clearly and Trustees have established appropriate controls and reporting mechanisms to ensure that the Leadership Team operates within the scope of the powers delegated to it.

The delegation of authority from the Board to Leadership Team is reviewed at least annually alongside the Board Reserved Powers.

MAG takes a rigorous approach to Trustee recruitment, performance and development, and to the Board's

conduct, and so the Board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions. Trustees are selected and appointed in accordance with the regulations laid down by MAG's Articles of Association.

Our Board of Trustees

- Julia Palca, Chair
- John Malik, Vice Chair, and member of the Audit, Finance and Risk Committee (AFRC)
- Anthony Collier, Treasurer and Chair of the AFRC (retired from the Board in July 2023)
- Judith Greenwood, Chair of the GNRC (Governance, Nominations & Review Committee); member of the

Health, Safety, Security and Safeguarding Committee (HSC)

- Chris Kemp, Trustee and Chair of the HSC
- Frances Milner, Trustee, and member of the AFRC
- Khaleel Desai, Trustee and member of the GNRC
- Sonia Bate, Trustee and member of the GNRC
- Professor Bertrand Taithe, Trustee, and member of the GNRC
- Renata Dwan, Trustee
- Peter Jones, Trustee, and member of the AFRC
- Harbinder Kaur, Trustee and member of the GNRC
- Nesta Hatendi, Trustee and member of the AFRC and HSC



Health & Safety Co-Optee Role

The MAG Board appoints external co-opted members to relevant committees, to strengthen the breadth of experience and skills available. We recognise the valuable contribution that co-opted members make to the success of the organisation and our aim is for co-opted members to feel that the role they perform is rewarding and satisfying.

Co-opted members would be expected to attend committee meetings (up to 4 times a year usually lasting around 2 hours) and ad-hoc meetings to discuss specific matters. Attendance by phone or videoconference is acceptable.

This role description sets out the responsibilities of the Health & Safety (H&S) Co-opted Committee Member,

who would sit on MAG's Health, Safety, Security and Safeguarding Committee (HSC).

We are looking for someone who shares our vision of a safe future for women, men and children affected by violence, conflict and insecurity.

Duties of a MAG Co-opted Committee Member

Co-opted members are required to contribute to the work of their specific Committee as follows:

- to strengthen the breadth of experience and skills available on the Committee;
- to contribute professional expertise and specialist skills to the Committee through appropriate advice, challenge and scrutiny;
- to attend committee meetings, training, induction and other events as required;
- to contribute to the business of the Committee, including monitoring of progress and performance against agreed objectives, as detailed in the Terms of Reference;
- to comply with the legal framework in which MAG operates;
- to participate in the evaluation of the effectiveness of the Committee and its overall contribution to governance within MAG;
- to establish good relations with other Committee members and advisors;
- to abide by MAG's Policy on Personal Conduct (PPC) and the Seven Principles of Public Life ('Nolan principles').

Health & Safety Co-optee: Person Specification

In addition to the general person specification, the H&S Co-opted Committee Member needs to possess skills and experience in the following areas:

➤ Health and Safety Legislation:

A thorough understanding of health and safety laws and regulations applicable to the NGO sector in the UK and overseas.

➤ Risk Assessment and

Management: Experience in conducting comprehensive risk assessments specific to MAG's Operations

➤ Occupational Health:

Knowledge of occupational health principles and practices. This may involve understanding topics such as mental health support, ergonomics, workplace stress management, and promoting a healthy work environment.

➤ Policies and Procedures:

Experience in developing and implementing health and safety policies, procedures, and guidelines, ideally within an NGO or INGO context.

➤ Training and Education:

Expertise in delivering health and safety training programs tailored to MAG's operations and the needs of staff and volunteers is essential.

➤ Compliance and Auditing:

Understanding compliance requirements and having experience in conducting health and safety audits or inspections.

➤ Incident Management:

Experience in incident management, including incident reporting, investigation, and analysis.



➤ **Stakeholder Engagement:** Strong communication and engagement skills are necessary for collaborating with various stakeholders, including staff, volunteers, trustees, beneficiaries, and external partners.

➤ **Continuous Improvement:** Demonstrated experience in

driving continuous improvement in health and safety practices is valuable. This includes monitoring performance indicators, analysing trends, identifying areas for improvement, and implementing measures to enhance health and safety management.

General Person Specification

Co-opted Committee members should possess the following attributes

- Think strategically, be creative, articulate and credible.
- Contribute to MAG's strategic development.
- Be confident contributing to and constructively challenging MAG's Leadership Team.
- Step out of your comfort zone to take an informed view of issues which may not naturally be your area of expertise.
- Bring or develop an understanding of the humanitarian context and principles in which MAG operates.
- Develop governance practice.
- Bring new ideas and approaches.
- Work collegiately.
- Demonstrate some form of previous Board/Leadership/Committee experience (desirable, not essential)



Appointment Terms & How to Apply

Appointment terms

This is a three-year term of office with the ability to be reappointed for a second term.

Number of vacancies: One

Remuneration: this is a voluntary role with reasonable expenses reimbursed.

How to apply

MAG encourages applications from candidates with diverse backgrounds. While a UK location is preferred, we will also consider applications from countries in which we are currently operating.

Please submit a CV and covering letter, detailing how you fulfill the role description and personal specification to human.resources@maginternational.org

Recruitment timeline

Closing date **1 October 2023**

MAG interviews **9-13 October 2023**



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