

## Job Specification: Safeguarding, Culture and Values Manager

Department:	Programmes
Scale:	PSM 5
Line managed by:	Country Director (CD) – Ukraine
Responsible for line managing:	Not applicable at this stage. However, the preliminary review may define the proposed team structure, and implementation may involve recruitment and line management.
Location:	Kyiv, with frequent travel nationwide (within security controls)
Duration:	6 months, with a possibility of an extension pending preliminary review

**MAG’s Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy.** People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

**MAG’s Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear.** We will 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. How we do this is as important as what we do – we work primarily with and for communities, for us ‘it’s all about people’.

**MAG’s Values:** Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

- DETERMINED** - we work with purpose.
- EXPERT** - through excellence and expertise we build trust.
- INTEGRITY** - we strive to do the right thing.
- COMPASSION** - people come first in everything we do.
- INCLUSIVE** - we are inclusive, and we value diversity.

### Job Purpose:

The post holder will lead initiatives to strengthen MAG Ukraine’s safeguarding policies, reinforce organisational culture and values, and foster a safe, respectful, and accountable working environment at all levels of the programme.

The role will combine strategic advisory responsibilities with hands-on capacity-building support for both international and national staff. The position will report directly to the Country Director and work closely with the Senior Management Team, while also receiving technical guidance and support from MAG’s People and Culture Department at headquarters in Manchester.

## Job Description

### Specific task responsibilities

- Conduct a preliminary review of the implementation and contextual adaptation of safeguarding policies, procedures, and reporting pathways, taking into account Ukraine-specific risks and operating context, and ensuring alignment with MAG's global policies and procedures.
- Based on the findings of the preliminary review, develop a long-term framework and implementation plan for sustaining MAG Ukraine's organisational culture, including consideration of a potential national team structure- such as National Safeguarding and Values Officers - in collaboration with the Senior Management Team, identifying optimal organisational positioning and outlining any associated recruitment and onboarding processes.
- Provide interim safeguarding training, awareness, and induction sessions for staff, partners, and contractors at all levels until the safeguarding programme framework is fully implemented.
- Lead the management of safeguarding concerns, ensuring survivor-centred, confidential, and accountable approaches, including establishing a safeguarding triage committee in collaboration with the Country Director.
- Conduct or support safeguarding investigations where necessary, including oversight of an expanding pool of trained investigators.
- Promote and embed MAG's organisational values and ethical standards across daily operations, decision-making processes, and team behaviours.
- Design and implement initiatives to foster a positive, inclusive, and values-driven organisational culture across all teams.
- Advise on the intersection of safeguarding with HR and wellbeing, including anti-harassment measures and Code of Conduct compliance.
- Monitor, evaluate, and report on the effectiveness of safeguarding and organisational culture frameworks, producing regular written reports with recommendations for improvement.
- Act as MAG Ukraine's Safeguarding Focal Point, representing the organisation in MAG's Safeguarding Forum, the Ukraine NGO PSEA Forum, and with external stakeholders, including donors, responding to ad hoc requests for information.
- Work transversally across MAG Ukraine, collaborating with other departments and initiatives to ensure consistent safeguarding practices and values-driven approaches throughout the organisation.

### All International staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that encounters MAG's work - and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises, this is especially true in this case as this is a new and developing role.

Person Specification

Essential Experience

- Significant professional experience in safeguarding, organisational culture / values, or protection roles, ideally with humanitarian or development organisations in challenging contexts, but other experience will be considered.
- Proven experience designing and delivering safeguarding training and culture-building activities for diverse staff teams.
- Direct experience of leading or supporting safeguarding investigations.
- Strong understanding of international safeguarding and protection standards, as well as best practices for ethical organizational culture.

Essential Skills and Knowledge

- Excellent communication and interpersonal skills - with the ability to establish effective working relationships at all levels internally and externally, strong facilitation and presentation skills and effective active listening
- Strong representation and influencing skills
- Excellent organisational skills with the ability to coordinate multiple activities sometimes with conflicting deadlines
- Proven ability to motivate and develop a team
- Fluency in English (C2 equivalent)

Essential Aptitude

- Determined and committed to high quality standards
- Ability to meet deadlines and work calmly under pressure and manage own stress
- Is able to work within the framework of MAG’s core values
- Demonstrable interest and commitment in working to prevent sexual exploitation and abuse
- Demonstrable interest in working with complainants, victims/survivors of safeguarding incidents
- Empathy for the challenges complainants face in reporting and the pressures an investigation places on all those involved.
- The ability to demonstrate integrity and sound judgement
- Encourages positivity and has a solution-focused, proactive, pragmatic and optimistic approach to work
- Interest in and commitment to MAG’s humanitarian mandate
- Ability and willingness to travel sometimes at short notice on occasion

Desirable

- Ukrainian / Russian language knowledge
- Prior experience in Ukraine / or similar Eastern European context / or within a country hosting Ukrainian refugees

Signed employee:	Date:
Signed manager:	Date:

January 2026