

## CANDIDATE INFORMATION SHEET

### Regional Safety, Security & Systems Manager



#### THE ROLE

This is a permanent position starting March 2023. The role will include travel to our programmes in the Latin America and Asia Pacific regions as well as MAG's office in Manchester, UK.

All costs associated with international travel and accommodation will be borne by MAG.

#### LOCATION OF WORK

This is a 'roving' role and we anticipate that the post-holder will travel at least 60% of the working time in the role.

When not travelling the role can be undertaken from our Manchester office or from home within the UK. Additionally, MAG will also consider applicants located internationally. We ask that all candidates clearly set out in their application which country they currently reside in and where they would like to be based with MAG. We will discuss the specifics of location of work with candidates shortlisted for interview.

#### THE BENEFITS PACKAGE

##### Remuneration

The starting salary will be £40,332 per annum, plus a £5,000 Annual Travel Allowance (subject to at least 60% travel). MAG has a system of incremental pay increases, up to a limit, based on length of service in the role.

##### Other Benefits



**Leave:** Annual Leave starts at six weeks each year and increases with service to eight 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, emergency family leave and other family friendly leave, including maternity, paternity and adoption leave.



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

**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.

**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.

Specific terms and conditions of employment may vary dependant on the location the successful candidate is based in. We will discuss this in more detail with the successful candidate.

#### OTHER TERMS

**Working Hours:** There are no fixed hours of work

**Probation:** The postholder 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 three 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 three 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.

**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. All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

## **APPLICATION AND SELECTION**

**Response Instructions:** Applications will be reviewed on a rolling basis, and the advert will close if a suitable candidate is found. Therefore, please submit your application as soon as possible to [humanresources@maginternational.org](mailto:humanresources@maginternational.org).

Please ensure that you include detail on which roles you are applying for, or your preference in your application, as well as information on whether you would be willing to undertake the role from the UK, or would want to be based either in a MAG programme country, or in another location.

**Interview Arrangements:** Interviews will be held via Microsoft Teams. If you have been shortlisted you will be contacted by e-mail 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.