

**act!ona!d**

Changing the world  
with women and girls

# Job Description:

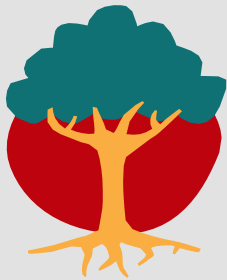
Senior Safeguarding  
Specialist



Suya, Eva and Hellen, are members of the Loketa Women's and Girls Centre in the Imvepi refugee settlement, Uganda. The trio work as a voice for women in their community.

# Thank you for your interest in learning more about positions at ActionAid UK.

ActionAid UK is an independent charity and member of Action Aid International, a global federation working for a world free from poverty and injustice. ActionAid UK focuses on women and girls because the denial of their rights is a grave injustice and one of the principal underlying causes of poverty worldwide.



## Our vision

We believe in the individual and collective power of women and girls to create a just and fair world. A world imagined by social movements, particularly feminist and indigenous movements, centred around the care and wellbeing of people and the planet. A world in which women and girls, in all their diversity, can achieve their goals, fulfil their rights and define their future.

We are looking for employees who share our passion to fight gender inequality and will ensure women, girls and their movements are at the heart of our work. You would be joining at an exciting time as we launch a new 2025-2028 strategy which sets out our vision, mission and approach, implemented through the four strategic goals below.



Equity is central to our mission and values: we recognise and address disparities based on socioeconomics, gender, sex, age, sexual orientation, faith, race, ethnicity and disability. We particularly welcome applications from people of colour, individuals from working class backgrounds, with disabilities, and experience of working with women's rights organisations or movements in Africa, Asia and Latin America, to enrich the diversity.

# About ActionAid

ActionAid UK is a member of the ActionAid Federation, a federation of 43 national organisations with a presence in 71 countries worldwide. Globally, we want to see a system that is fair and just for all, that starts from a foundation of human rights, peace and security, balance with the rights of the natural world.

In the UK, our primary role is to raise funds to support the work of Federation members who work with over 3,000 partner organisations including social movements, youth networks and women's rights organisations to tackle inequality and injustice in their communities.

While a lot of ActionAid UK's work is supporting the Federation's humanitarian and development work through raising much needed funding, this isn't the whole story. We also tackle the root causes of global inequality and injustice by influencing UK Government commitments and policies on a range of interlinked issues including climate justice, decent and dignified work, fair public services, peace and security and an end to violence against women and girls. For more information, please find our [latest annual report here](#).



The team behind ActionAid's Girl-led Research Project spending time together.

| <b>Operational / External Title: Senior Safeguarding Specialist</b>                                                                                                                                                                                                                                                                                             |                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Role Title:                                                                                                                                                                                                                                                                                                                                                     | <b>Senior Safeguarding Specialist</b>         |
| Date of JD Review:                                                                                                                                                                                                                                                                                                                                              | <b>August 2026</b>                            |
| Department:                                                                                                                                                                                                                                                                                                                                                     | <b>People Transformation &amp; Culture</b>    |
| Team:                                                                                                                                                                                                                                                                                                                                                           | <b>People Transformation &amp; Culture</b>    |
| Tenure:                                                                                                                                                                                                                                                                                                                                                         | <b>Part time &amp; Permanent (28 hrs p/w)</b> |
| Band & Range:                                                                                                                                                                                                                                                                                                                                                   | <b>Band D</b>                                 |
| Location:                                                                                                                                                                                                                                                                                                                                                       | <b>London, Hybrid</b>                         |
| Reports to:                                                                                                                                                                                                                                                                                                                                                     | <b>Director of Organisational development</b> |
| DBS check required:                                                                                                                                                                                                                                                                                                                                             | <b>Yes</b> <a href="#">[DBS Roles]</a>        |
| Role requires travel:                                                                                                                                                                                                                                                                                                                                           | <b>Yes- Limited: Occasional to UK offices</b> |
| Budget Holder                                                                                                                                                                                                                                                                                                                                                   | <b>Yes</b>                                    |
| Direct Reports:                                                                                                                                                                                                                                                                                                                                                 | <b>No</b>                                     |
| Indirect Reports:                                                                                                                                                                                                                                                                                                                                               | <b>No</b>                                     |
| Dotted line reports:                                                                                                                                                                                                                                                                                                                                            | <b>No</b>                                     |
| Does This role International require Travel:                                                                                                                                                                                                                                                                                                                    | <b>No</b>                                     |
| <p>Internal Key Contacts: Data Protection Officer, ActionAid UK's Co-CEOs and Executive Leadership Team; ActionAid UK's SEAH and Safeguarding Oversight Panel; ActionAid UK's Board of Trustees; ActionAid's Global Safeguarding Team; Safeguarding Focal Points from around the Federation.</p> <p>External Key Contacts: Cross sector safeguarding forums</p> |                                               |

**Purpose Of the Role:** Reporting to the Director of People and Organisational Development, who holds strategic oversight and accountability for safeguarding within ActionAid UK, the Senior Safeguarding Specialist provides expert leadership, advice, and operational direction for the continuous development and delivery of AAUK's safeguarding strategy, policy, systems, and culture. The role is responsible for leading the implementation of AAUK's safeguarding strategy, ensuring the achievement of agreed objectives, and driving coordination, consistency, and oversight of safeguarding activities across the organisation.

The Senior Safeguarding Specialist works to align safeguarding priorities and practices with AAUK's strategic vision and multi-year plans, while supporting the Director of People and

Organisational Development in maintaining robust safeguarding systems and procedures aligned with all Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) and safeguarding policies and protocols, including Anti-Sexual Harassment, and Child Safeguarding. Policy.

The postholder plays a pivotal role in advancing federation-wide safeguarding objectives through the ongoing development and implementation of safeguarding policies, processes, and standards, helping to strengthen and embed a culture in which safeguarding is a shared responsibility and an integral consideration in all aspects of AAUK's work, ensuring the protection of staff, rights holders, partners, and all those with whom AAUK engages.

## **Main Accountabilities:**

### **Team Working**

- Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, and 'My Feminist Behaviours' (including adherence to our Code of Conduct).
- To undertake any other duties, appropriate to the level in accordance with agreed procedures and guidelines.
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.

### **Safeguarding leadership**

- Reporting to the Director of People and Organisational Development, the postholder will lead the day-to-day delivery of safeguarding systems, processes, and procedures, ensuring compliance with all PSEAH and safeguarding policies and protocols and contributing to the protection of staff, rights holders, partners, and communities. Develop and lead the delivery of AAUK's Safeguarding Strategy ensuring it is enhanced, developed, maintained and monitored, and is a mainstreamed issue within AAUK, including for new ActionAid funds such as the new Transform fund
- Ensure that standards of safeguarding are maintained across all parts of AAUK, in line with AAUK's PSEAH and safeguarding principles, policies, protocols and commitments.
- Develop, implement and regularly review the safeguarding learning and development strategy across AAUK.
- Budget holder of the AAUK safeguarding budget.

- Act as AAUK's PSEAH & Safeguarding Focal Point with responsibility for leading AAUK in aligning its culture, systems, processes, and policies with those of the AAI organisational safeguarding approach, to ensure the highest standards of safeguarding are carried out.
- Be the main point of contact on PSEAH and safeguarding with ActionAid International, and with fellow PSEAH & Safeguarding Focal Points in other entities.
- Work closely with colleagues in ActionAid International as cases are being investigated.

### **Safeguarding compliance and assurance**

- Review and adapt federation-wide safeguarding policies and protocols to ensure that they are relevant to the context in which AAUK operates, in collaboration with federation Safeguarding colleagues
- Regularly monitor, review, and update AAUK's PSEAH and safeguarding policies and procedures to take into consideration learning through implementation and to ensure they are effective in protecting people from potential or actual harm.
- Ensure the development of staff capacity through the socialization and embedding of PSEAH and safeguarding policies and procedures across AAUK.
- Work with others to ensure that the PSEAH and safeguarding policies are embedded throughout all ActionAid's programmes and activities, and those of our partners.
- Ensuring systematic reporting to ActionAid UK Co-CEOs and ActionAid UK Board of Trustees.

### **Safeguarding oversight, risk and governance**

- Be responsible for implementing ActionAid's Donor Reporting SOPs including reporting and managing concerns to the FCDO and DEC in line with contractual requirements.
- Be responsible for reporting and managing safeguarding Serious Incident Reports to the Charity Commission.
- Chair AAUK's PSEAH and Safeguarding Oversight Panel to build capacity on PSEAH and safeguarding, embed safe practices across AAUK, and manage incidents.
- Influence, advise and support AAUK's Co-CEOs, Executive Leadership Team and Board of Trustees to ensure that all decisions are considered through a safeguarding, survivor centered lens, and those matters that could affect the safety and wellbeing of AAUK staff, volunteers and those we work with, are brought to the attention of Leadership and the Board.

- Support & advise AAUK's Executive Leadership Team and Board of Trustees to deliver an effective system of governance of safeguarding, ensuring appropriate oversight of meeting of agreed standards, trend analysis, and risk mitigation strategies, and providing assurance that standards of safeguarding are maintained across all parts of AAUK.

### **Managing Safeguarding Casework/ Safeguarding guidance and professional support**

- Be responsible for receiving concerns and complaints relating to SEAH and safeguarding and working with others to address them in a sensitive, confidential, robust and survivor-centred manner.
- Be responsible for the implementation of ActionAid's SEAH and Safeguarding Investigation Management Process.
- Where required, work with complainants and survivors to ensure they receive support, in line with ActionAid's survivor-centred approach.
- Maintain an accurate, confidential and robust database of all safeguarding concerns, and their outcomes for relevant internal and external reporting purposes.
- Ensure safeguarding case data analysis is regularly reported to the Co-CEO's Office and Board of Trustees, providing insights that inform AAUK's strategic planning, governance, and decision-making.
- Provide specialist safeguarding advice and support, collaborating with teams across the organisation to embed PSEAH and safeguarding in the work of AAUK, and to meet contractual responsibilities with Donors.
- Provide leadership support to the safer recruitment process, including the Misconduct Disclosure Scheme, to ensure that all those appointed to act on AAUK's behalf reflect the values of AAUK and are suitable to work with children Represent AAUK externally on safeguarding, ensuring that AAUK is linked to influencing and contributing to sector wide safeguarding initiatives as well as meeting with key external stakeholders.
- Participate in sector/external stakeholder engagement including participation in international sector platforms on safeguarding, benchmarking market best practice and positioning AAUK as a thought-subject-matter leader.
- Organise and facilitate training for ActionAid UK staff and Board of Trustees including on Induction Training; Safeguarding Refresher Training; ActionAid's Safeguarding Policies and Protocols, Sexual Harassment, ActionAid's Safeguarding Principles, and role/ team-specific training and adults at risk.

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## EXPERIENCE, KNOWLEDGE & EXPERTISE

### Essential Criteria:

- Commitment to AA's vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Commitment to AAUK's Data Protection & Processing Policy and ability to comply with Data protection legislation and best practice in data management and processing.
- Understanding of safeguarding risks within international development and humanitarian programming.
- Knowledge of safeguarding governance, accountability mechanisms, and reporting requirements.
- Knowledge of international safeguarding standards and sector initiatives.
- Experience developing internal communications to build trust with stakeholder groups
- Experience of reporting safeguarding cases and/ or conducting or overseeing complex safeguarding investigations.

**Desirable Criteria:**

- Experience of living and working in the “Global South”, especially regions where we are funding programmes & projects
- Experience of working for an INGO
- Understanding of safeguarding risks within international development and humanitarian programming.
- Knowledge of safeguarding governance, accountability mechanisms, and reporting requirements.
- Knowledge of international safeguarding standards and sector initiatives.
- Experience developing internal communications to build trust with stakeholder groups
- Experience of reporting safeguarding cases and/ or conducting or overseeing complex safeguarding investigations.

[Click here for 'My Feminist Behaviours'](#)

This role profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated accordingly in line with organisational needs.

**ActionAid**  
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