

JOB DESCRIPTION & PERSON SPECIFICATION



Job Title: Manager, Staff Safety and Security

Location: Ouagadougou, Burkina Faso or Bristol, UK with travel across West Africa & Ethiopia

Duration: 24 months contract

Working hours: 3 days a week

Salary: £46,853 per annum (pro rata + competitive holiday + pension)

Start date: e.g. as soon as possible

Reports To: Director of Programmes

1. Job Purpose

Tree Aid is recruiting a dedicated Manager of Staff Safety and Security to lead the design, implementation, and continuous improvement of a coherent global security strategy. This position will play a pivotal role in safeguarding staff and assets, standardising risk practices, and strengthening the security culture across all regions where Tree Aid operates, particularly in West Africa.

2. Key Responsibilities

A. Strategy, Policy & Governance

- Develop and maintain the global Safety & Security Policy, integrating best practices and audit recommendations.
- Create and manage Tree Aid's Security Management Framework (SMF), including country-specific Security Management Plans (SMPs), SOPs, risk registers, and assurance plans.
- Establish clear accountability structures, ensuring Country Directors own and lead security practices locally.
- Ensure alignment between risk appetite, security posture, and programme design through monthly risk-sharing sessions.

B. Operational Oversight & Field Support

- Provide technical oversight and tailored support to Country Offices, including Threat and Risk Assessments and the development of security contingency plans.
- Lead the implementation and improvement of Journey Management Plans (JMPs), incident response SOPs, and site-specific security protocols.
- Conduct regular field visits, audits, and drills to test preparedness and identify gaps.
- Monitor the performance of security providers and ensure guard forces are trained, equipped, and compliant with Tree Aid's standards.

C. Information Management & Response

- Collect, analyse, and disseminate relevant security intelligence across the organisation.

- Maintain an effective system for logging and escalating security incidents and ensure a robust audit trail.
- Act as the 24/7 focal point during crises, supporting the Director of Programmes with real-time information and recommendations.
- Conduct post-incident reviews and lead continuous improvement based on lessons learned.

D. Training & Capacity Building

- Mentor and build capacity of the Burkina Faso Security & Logistics officer
- Design and deliver security briefings for new joiners, field staff, consultants, and senior leaders.
- Conduct targeted trainings, including Security Management, Crisis Response, and Guard Force SOPs.
- Facilitate cross-office learning and the sharing of best practices, tools, and resources.

E. External Engagement & Representation

- Represent Tree Aid in external forums related to security and NGO security best practices.
- Maintain relationships with INSO, ICRC, UN agencies, host governments, and peer NGOs to ensure access to timely security insights and collaboration opportunities.
- Stay abreast of emerging threats, technologies, and global security trends.

3. Documentation & Systems Development

- Standardise security documentation across all regions and maintain a centralised, accessible repository.
- Develop tools and templates for security planning, incident reporting, and contractor oversight.
- Regularly review and update all security documents and ensure consistent application across offices.

4. Person specification: Qualifications and Skills

Essential

- 5+ years' experience in international safety/security management, including in high-risk or complex humanitarian contexts.
- Proven experience in developing security strategies, policies, and emergency response plans.
- Ethical leadership in multicultural teams under pressure.
- Experience with risk assessments, assurance planning, and field operations.
- Fluent written and spoken English and French.
- Bachelor's degree in a relevant field (security management, international relations, etc.).

Desirable

- Experience working with dispersed teams across the Global South.
 - Familiarity with security technologies, monitoring tools, and digital communication platforms.
 - Strong interpersonal and negotiation skills to build trust across varied stakeholders.
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5. Organisational Fit

Tree Aid is committed to ensuring the safety and wellbeing of all team members. This role requires a leader with humility, a proactive mindset, and the ability to navigate diverse cultures and shifting contexts. You will be a champion of coordination, documentation, and long-term resilience in security planning.