

<b>Job title</b>	Global Security Advisor	<b>Salary grading</b>	Grade 10	<b>Contract length</b>	Permanent
<b>Reports to</b>	ODI Director People and Culture	<b>OR (Active Christian Faith)</b>	Yes		
<b>Team</b>	ODI People and Culture	<b>Work pattern</b>	80-100%		
<b>Job purpose</b>	To provide advice on any aspect of safety and security, in order to help Open Doors to fulfill its duty of care regarding all people working and travelling under its responsibility, and to help it to safeguard business continuity. The role also requires awareness and analysis of security-related events, trends or risks; facilitating security training; and helping the organisation to build security capacity and awareness.				
<b>Key responsibilities</b>		<b>Experiences and qualifications</b>		<b>Job dimension</b>	
<p><b>A) Advice</b></p> <p>i) Advise the Executive Leadership Team (ELT) proactively on safety and security, and all managers and staff on request.</p> <p>ii) Promote a culture of safety and security.</p> <p>iii) Providing advice in any crisis situation, including as part of a crisis management team.</p> <p><b>B) Reporting</b></p> <p>i) Maintain a record of staff safety and security incidents. Analyze the record and report learnings, trends, or changes in risk to the ELT or other stakeholders.</p> <p>ii) Escalate concerns in a suitable and timely manner</p> <p><b>C) Learning and development</b></p> <p>i) Develop learning needs analyses and enable learning solutions for individuals and teams, working closely with the Learning and Development team.</p> <p><b>D) Support to global security management</b></p> <p>i) Help the ELT, and other managers, to ensure that all standards as stipulated through the global security policy and handbook are followed.</p> <p>ii) Identify, escalate and encourage the implementation of security-related improvements.</p> <p>iii) Update, consult, communicate on any required changes to policy and guidance documents.</p> <p><b>E) Stakeholder management</b></p>		<p><b>Character</b></p> <ul style="list-style-type: none"> <li>Committed Christian</li> <li>A humble posture with the ability to listen and facilitate those with differing views</li> <li>Full alignment with the OD core values, culture norms and statement of faith</li> </ul> <p><b>Calling</b></p> <ul style="list-style-type: none"> <li>Passion for the Church and a desire to serve those persecuted for their faith</li> <li>An understanding of and appreciation for, the history and ethos of OD</li> <li>A willingness to recognize and facilitate taking risks when justified, and when it seems to be what God requires of the organisation</li> </ul> <p><b>Competency</b></p> <ul style="list-style-type: none"> <li>Relevant qualification and/or experience</li> <li>Able to provide advice and practical support on a wide range of safety and security matters, and to source specialist advice when needed</li> <li>Able to work practically and give advice in critical situations</li> <li>Analytical and abstract thinker</li> </ul>		<p><b>Team</b></p> <p>The role reports to the Director of People and Culture and is part of the ODI People and Culture team.</p> <p><b>Key Relationships</b></p> <p>The post-holder is expected to build constructive and trusted working relationships with the ELT, and with regional and local staff security experts and point persons.</p>	

<p>i) Build a global network with key stakeholders working on various safety and security themes.</p> <p>ii) Support and work together with regional and local staff security experts and point persons.</p> <p>iii) Be the coordinator of relationships with external security advisors.</p> <p><b>F) Other tasks</b></p> <p>i) Advise on and track the insurance renewal process for organisational insurances relating to security.</p> <p>ii) Support the IT security team as requested.</p>	<ul style="list-style-type: none"> <li>• Excellent communicator and influencer, able to work with people at all levels in an organisation and network effectively internally and externally</li> <li>• Experience of advising in crisis situations</li> <li>• Experience of managing change</li> <li>• Experience of meeting compliance obligations</li> <li>• Experience of providing or facilitating learning</li> <li>• Result-oriented with proven project management skills and the ability to deliver on time</li> <li>• Cross-culturally sensitive and able to build partnerships in different cultures</li> </ul>	
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