Risk Management Plan

South Sudanese Christian Welfare Association (SSCWA)

1.Purpose

The purpose of this Risk Management Plan is to identify, assess, and mitigate risks to SSCWA’s operations, ensuring the association continues to deliver services effectively and safely to the community.

2. Scope

This plan applies to all activities and operations of SSCWA, including programs, staff, volunteers, facilities, and financial management.

3. Risk Management Objectives

- To identify potential risks that could impact SSCWA’s ability to achieve its goals.

- To assess the likelihood and impact of identified risks.

- To implement strategies to minimize or eliminate the risks.

- To ensure a proactive approach to risk management that supports SSCWA’s long-term sustainability.

4. Risk Identification

Potential risks facing SSCWA include, but are not limited to:

- Operational Risks: Service delivery disruptions, technology failures, or inadequate resources.

- Financial Risks: Budget overruns, loss of funding, or financial mismanagement.

- Compliance Risks: Non-compliance with legal, regulatory, or funding body requirements.

- Health & Safety Risks: Workplace accidents, injury to staff/volunteers, or risks to community members using SSCWA services.

- Reputational Risks: Negative public perception, loss of trust, or media scrutiny.

- Environmental Risks: Natural disasters (e.g., floods, fires) or other external factors that disrupt operations.

 5. Risk Assessment and Evaluation

Each identified risk will be assessed for:

- Likelihood: How likely the risk is to occur (Low, Medium, High).

- Impact: The potential severity of the impact on SSCWA’s operations (Low, Medium, High).

- Risk Rating: A combination of likelihood and impact, creating a risk matrix to prioritize risks for action.

6. Risk Mitigation Strategies

For each identified risk, SSCWA will develop and implement mitigation strategies, including:

- Operational Risks: Ensure contingency plans are in place for service disruptions, regular maintenance of equipment, and staff training.

- Financial Risks: Implement strict budgeting, financial monitoring, and regular audits to ensure transparency and accountability. Diversify funding sources.

- Compliance Risks: Regularly review and comply with relevant laws and regulations; conduct annual compliance audits.

- Health & Safety Risks: Conduct regular workplace health and safety assessments, provide staff/volunteer training, and maintain first aid and emergency response protocols.

- Reputational Risks: Monitor public feedback, manage social media and communications carefully, and engage in community outreach to build and maintain trust.

- Environmental Risks: Develop disaster response plans and ensure SSCWA’s facilities are prepared for emergencies.

7. Risk Monitoring and Review

SSCWA will conduct regular reviews of the risk management plan, including:

- Quarterly risk assessments to monitor changes in risk levels.

- Annual reviews to ensure that mitigation strategies remain effective.

- Reporting on risk management activities to the Board of Directors and key stakeholders.

8. Roles and Responsibilities

Board of Directors: Oversee the implementation of the Risk Management Plan and ensure sufficient resources are allocated to risk management activities.

Executive Director/CEO: Lead risk management efforts, ensure staff compliance, and provide updates to the Board.

Staff and Volunteers: Identify and report potential risks, follow safety and compliance guidelines, and assist in the implementation of risk mitigation strategies.

9. Communication of Risk Management Plan

All staff, volunteers, and key stakeholders will be informed of the risk management plan, its objectives, and their roles in mitigating risks. Training will be provided to ensure everyone understands the risks relevant to their work.

10. Conclusion

By proactively identifying and managing risks, SSCWA can ensure the safety and success of its programs and services, protecting its reputation, finances, and community relationships. Regular reviews and updates to this plan will ensure that SSCWA remains adaptable to emerging risks and challenges.

This Risk Management Plan is reviewed annually or as needed in response to significant changes or events.

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