

Head of Programmes

Job description

Reports to: *Executive Director*

Responsible for: *Accountability Manager and PSEA Manager, plus possible interns and consultants as required*

Location: *Geneva or London*

Contract type: *open-ended contract – 80 to 100%*

Job purpose:

Provide leadership to a small team of technical experts to support the membership in key areas related to the Core Humanitarian Standard on Quality and Accountability, identify challenges in the implementation of the CHS and contribute to finding collective solutions to improve how we work with and for people affected by crisis. The main areas of focus for this team will include Prevention of Sexual Exploitation and Abuse (PSEA), accountability to affected people, strengthening complaints mechanisms and people management. Other topics may be developed over time.

Main Responsibilities:

Membership Support

- ◆ Find creative mechanism with the members to share experiences and progress learning and find solutions to improving how organizations can meet the CHS.
- ◆ Clearly articulate a membership proposition for the support members can expect from the CHS Alliance
- ◆ Lead the design of the learning events to progress sector learning on the CHS
- ◆ Work with key partners on developing support and guidance material to implement the CHS

Strategy & fundraising

- ◆ Contribute to the strategic direction of the organization.
- ◆ Support the Executive Director on strategic engagement with donors and identify fundraising strategies that benefit the organization.

Policy

- ◆ Work in close collaboration with the Head of Policy in the strategic analysis of data showing how organizations are meeting the CHS and where and how the CHS Alliance and other partners can support.
- ◆ Coordinate engagement with external partners to further the support provided to members.
- ◆ In close interaction with the other senior staff including the Head of Policy and the Executive Director, be part of the public face of the CHS Alliance.

Key Contacts:

Internal: Executive Director, Accountability and PSEA Managers, Senior staff from policy and membership & communications

External: members of the Alliance, donors, experts in relevant areas of work

Person Specification:

	Essential	Desirable
Education	<ul style="list-style-type: none"> University degree in a relevant area of studies 	
Experience	<ul style="list-style-type: none"> Experience with non-profit organizations, with a global membership reach 10 to 15 years of progressively responsible experience Experience as NGO programme director or other managerial position 	<ul style="list-style-type: none"> Field experience in the aid sector Expertise in working with and for communities
Knowledge	<ul style="list-style-type: none"> Understanding of the NGO sector and of humanitarian action Knowledge of quality and accountability in the aid sector 	<ul style="list-style-type: none"> Knowledge of the Core Humanitarian Standard
Skills	<ul style="list-style-type: none"> Problem solving Creative and innovative Excellent representation skills at the highest level Integrator: able to convene people around common goals or finding common solutions Spirit of initiative Ability to work in multicultural environments Organization skills – able to prioritise Leadership skills Excellent oral and written English skills 	<ul style="list-style-type: none"> Other working languages
Behaviour	<ul style="list-style-type: none"> Be personally and collectively responsible for upholding and promoting the highest standards of ethical and professional conduct. This includes refraining from acts of misconduct, respecting the CHS Alliance's standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact. Commit to the CHS Alliance values, vision and mission 	

Date:

Signature: