

Head of Programmes and Partnerships

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Are you a senior professional with extensive experience in institutional partnership building and programme management with strong influencing skills? Do you have a successful record in fundraising for non-profit organisations? Do you want to join a small but dynamic team committed to raising the quality of programmes and accountability of organisations towards people affected by crisis?

The CHS Alliance is looking for

a dynamic, results-driven individual as our new Head of Programmes and Partnerships.

If you are passionate about improving how aid can be delivered more effectively, you have a proven track record of being an excellent people manager and are skilled at nurturing external relationships and growing development opportunities for non-profit organisations with global membership reach, we would love to hear from you.

You will join a dynamic organisation, influencing the sector towards greater accountability to people affected by crisis by improving accountability in organisations through the Core Humanitarian Standard.

You will be part of the senior management team of the Alliance, working closely with the Executive Director to develop our programmes with members and maximise influence and income to deliver our strategic aims.

Main Responsibilities

STRATEGIC DIRECTION AND IMPLEMENTATION

- Contributes to the strategic direction of the organisation.
- Ensures the programme objectives are achieved and communicated.
- Works closely with the Head of Policy, oversees the strategic analysis of programmes and policy positioning of the organisation according to the Alliance's priorities.

FUNDRAISING AND GRANT MANAGEMENT

- Supports the Executive Director on strategic engagement with donors.
- Identifies fundraising strategies and carries out fundraising efforts that benefit and complement the mission of the organisation.
- Coordinates the drafting and implementation of funding proposals in line with the CHS Alliance strategy and plans.
- Oversees grant funding including ensuring high quality reports to donors.

- Proposes and follows up on amendments of grants / proposals.

PROGRAMME MANAGEMENT

- Leads and manages by motivating staff and by encouraging good performance and values.
- Ensures the workplan objectives are achieved, communicated, shared and contribute to CHS Alliance's strategic objectives.
- Allocates resources and support to ensure staff can complete their responsibilities to their highest potential.
- Initiates programmes and activities that are resourced and are as effective and efficient as possible.
- Ensures that all implemented activities are relevant to the mission and vision of the organisation.

EXTERNAL PARTNERSHIP AND REPRESENTATION

- In coordination with the Executive Director, the Membership and Communications team and the Policy team, engages with external stakeholders to build and maintain essential relationships contributing to the CHS Alliance strategic objectives.
- Supports and connects with the Alliance members to learn more about their needs and deliver relevant programmatic services.
- In close interaction with the other senior staff be part of the public face of the CHS Alliance.

Organisational setting

The Head of Programmes and Partnerships reports to the Executive Director.

She/he is part of the Senior Management Team to provide leadership to the organisation.

In close collaboration with the Head of Policy, she/he ensures coherence of the Programmes work in line with the policy and verification processes.

She/he has management responsibilities for the Programmes team.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Masters' degree in a relevant area of studies 	
Experience	<ul style="list-style-type: none"> • 15 years of progressively responsible experience • Experience at a senior management (programme or country director level) • Experience with non-profit organizations, with a global membership reach 	<ul style="list-style-type: none"> • Field experience in the aid sector • Expertise in working with and for communities

	<ul style="list-style-type: none"> • Experience in institutional partnerships / fundraising • Proven track record of securing new funding and overseeing grants. 	
Knowledge	<ul style="list-style-type: none"> • Understanding of the NGO sector and of humanitarian action • Good 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"> • Excellent management skills • Excellent representation and negotiation 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 	

Terms and Conditions

Reports to: *Executive Director*

Responsible for: *Three thematic positions: Accountability, People Management and PSEA Managers, plus possible interns and consultants as required*

Location: *Geneva*

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

Starting date: *Ideally 1st September 2019*

How to apply

You shall submit your application by email to: recruitment@chsalliance.org

Applications shall include a **CV and a motivation letter (no longer than 2 pages)**. Please mention ***your name and the vacancy reference*** in the subject line.

Deadline for applications: Sunday 30 June 2019 (23:59 GMT)

Please expect interviews to take place week of 8th July