

Director of Programmes

Job description

Reports to: *Executive Director*

Responsible for: *the programmes team*

Member of the Senior Management Team

Location: *London or Geneva*

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

Job purpose:

This position will facilitate a team of thematic experts to support CHS Alliance members improve their work based on the CHS. This support currently includes a focus on accountability to affected people, prevention of sexual exploitation and harassment, people management and organisational culture.

This position will be a member of the Senior Management Team helping develop, drive and deliver on the strategic goals of the organisation.

Main Responsibilities:

STRATEGIC DIRECTION AND IMPLEMENTATION

- Play a strong role in the development and delivery of the strategy of the organisation.
- Lead on the strategic direction and coherence of the programme team's objectives to support their cohesion in delivering the goals of the organisation.

PROGRAMME MANAGEMENT

- Lead, support and motivate the programme team staff to deliver on support to the CHS Alliance members.
- Ensure the work plan objectives are achieved, communicated, shared and contribute to CHS Alliance's strategic objectives.
- Allocate resources and support to ensure staff can complete their responsibilities to their highest potential.
- Initiate programmes and activities that are resourced and are as effective and efficient as possible.
- Ensure that all implemented activities are relevant to the mission and vision of the organisation.

EXTERNAL PARTNERSHIP AND REPRESENTATION

- In coordination with the rest of the Alliance team, engage with external stakeholders to build and maintain relationships contributing to the CHS Alliance strategic objectives.
- Support and connect with the Alliance members to learn more about their needs for support to meet the CHS commitments.
- Act as part of the public face of the CHS Alliance to promote its mission and purpose.

Organisational Setting

- The Director of Programmes reports to the Executive Director.
- She/he is part of the Senior Management Team to provide leadership to the organisation.
- She/he has management responsibilities for the programmes team.

Person Specification:

Competencies

- Delivering Results: Dynamic self-starter and able to bring opportunities together to deliver results.
- Strategic Thinking and Planning: Experience of organisational strategic planning and programme design.
- Collaborative: Able to work closely across the teams in the organisation, with partners, donors and the Alliance members.
- Communicating and Influencing: Effective communication skills, both verbal and written.
- Cultural Sensitivity: Adaptable and sensitive to work in different cultural contexts.
- Time Management: Ability to work under pressure and meet strict deadlines.
- Leadership and Management: Leading by example, setting direction, and supporting colleagues.
- Listening skills and thinking outside of the box: Great ability to carefully listen to the team, accept to discuss disagreements and be open to exchange, debate and further discussion to lead to the best solutions for the team and the entire organisation.

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Master's degree in a relevant area of studies 	<ul style="list-style-type: none"> • Humanitarian program management certification • People management or coaching certification
Experience	<ul style="list-style-type: none"> • Experience with non-profit organizations, with a global membership reach • 10+ years of progressively responsible humanitarian experience with at least 5 years of team management experience • Experience at a senior management (programme or country director level) • Experience in institutional partnerships / fundraising and overseeing grants. 	<ul style="list-style-type: none"> • Field experience in the aid sector • Expertise in working with and for communities • Experience working with quality standards and in membership led organisations
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 • Sense of initiative and entrepreneurship • Ability to work in multicultural environments • Approachability and availability • Organisational skills – able to prioritise • Leadership skills • Excellent oral and written communication skills • Fluency in English 	<ul style="list-style-type: none"> • Other working languages
Behaviour	<ul style="list-style-type: none"> • Proven integrity - upholding and promoting the highest standards of ethical and professional conduct and abiding by the CHS Alliance Code of 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. 	