

CHS Revision Manager – GOV.202103 Job Description

Reports to: *Executive Directors of the three CHS copyright holders (Groupe URD, Sphere and CHS Alliance) who constitute the CHS Management Group. Day-to-day oversight by the CHS Alliance Executive Director.*

Location: *London or Geneva. Other locations maybe considered if the person is legally registered as a consultant in that country*

Contract type: *Two years from January 2022. Commitment of 70% to 100%.*

Background

The [Core Humanitarian Standard on Quality and Accountability \(CHS\)](#) sets out **Nine Commitments** that organisations and individuals have made to the people they serve. The standard places **people affected by crisis** at the centre of humanitarian action, describing the essential elements of principled, accountable and high-quality humanitarian aid.

It was launched at the end of 2014, with the intention of reviewing after five years. Since its launch it has been applied by a large number of organisations, which has led to considerable learning of the strengths and weaknesses of the current version. Also, during these six years, the world has changed, new lessons had been learnt from experience, and the aid sector has continued to grapple with its history and power dynamics. It is time to make sure we have a core standard that can guide individuals and organisations through the coming years on how they work with and for people in crisis.

As a result, in 2020, the CHS Steering Committee decided to embark on the first revision of the CHS.

The CHS is published by Groupe URD, Sphere and CHS Alliance, and is overseen by a Steering Committee made up of representatives of organisations across the sector.

The revision of the Standard has to be a collective and inclusive effort building on its initial development process. The revision process will serve to:

- a. Improve clarity and purpose of the CHS
- b. Address important gaps and integrate learning in its content
- c. Enhance accessibility of its content, language and application, including for people affected by crises

This revision of the standard is a critical opportunity to strengthen the humanitarian sector's efforts to improve how we work with vulnerable people and to support affected people in actively participating in their own recovery processes.

Purpose

This position will guide and manage the revision process on behalf of the three copyright holders, Groupe URD, Sphere and CHS Alliance, guided by the CHS Steering Committee.

The person will support the entire process from resourcing the revision (fundraising, financial management and hiring any consultants needed), overseeing a wide and transparent global consultation, managing the drafting process, guiding consensus-based decision making leading to the final version of the updated Standard, managing the design and translation, and working with the three copyright communications departments to develop promotional information and design the launch.

Key tasks and responsibilities

In agreement with, and with active support of the three copyright holders, manage the CHS revision project. This is planned to take two years (starting in early 2022) and will include:

Fundraise and manage resources

- Finalise the fundraising proposal for the revision
- Fundraise and secure funds for the process
- Manage and report on the finances
- Hire and manage any consultants as needed

Design and manage the process

- Finalise and get approval from the Steering Committee of the process
- Clearly articulate and document any changes to the revision process
- Maintain a well-managed repository of all documentation related to the process

Support the governance and advisory mechanisms for the revision

- Plan and convene regular and well-attended meetings of the Steering Committee and the Management Group
- Keep well documented minutes and agreements of all meetings
- Convene and manage technical advisory group(s) for the revision
- Prepare regular updates and/or reports for the CHS Management Group

Design and oversee a transparent global consultation process

- Ensure excellent communications to drive participation in the consultation process
- Clearly communicate the results of the consultation process
- Ensure the consultation is as inclusive and accessible as possible

Drafting process

- Design and oversee a clear drafting process with transparent feedback mechanisms
- Support a transparent decision-making process during the drafting

Production and design

- Oversee the design and layout of the final product
- Manage the translation process

Promotion and launch of the updated Standard

- In collaboration with the communication departments of the copyright holders, develop an effective and compelling communications strategy for the launch
- Plan the international launch event(s) of the updated standard

Core Humanitarian STANDARD

Person Specification:

Key Competencies

- Strategic Thinking and Planning: Experience of organisational strategic planning and programme design.
- Collaboration and facilitation: Able to navigate different views and drive consensus with skilful facilitation. Able to work collaboratively with different stakeholders.
- Communicating and Influencing: Excellent communication skills, both verbal and written – in person and at distance.
- Cultural Sensitivity: Adaptable and sensitive to different cultural contexts.
- Results driven: Ability to work under pressure and meet tight deadlines.
- Listening skills: Ability to listen carefully to all stakeholders, handle disagreements and be open to debate and further discussion to lead to the best solutions for the people involved and for the revision process.

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Master’s degree in a relevant area or equivalent professional qualifications 	
Experience	<ul style="list-style-type: none"> • Demonstrable experience of managing large and complex multi-stakeholder processes • At least 10 years of progressively responsible humanitarian or development experience in senior roles 	<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 organisations
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"> • Excellent representation, facilitation (in person and on line) and negotiation skills at the highest level • Able to convene people around common goals or finding common solutions • Sense of initiative and entrepreneurship • Ability to work effectively in multicultural environments • Approachability • Organisational skills – able to prioritise and manage time well • Excellent oral and written communication skills • Fluency in English 	<ul style="list-style-type: none"> • Other working languages (such as French, Spanish, Arabic)
Behaviour	<ul style="list-style-type: none"> • Be personally and collectively responsible for upholding and promoting the highest standards of ethical and professional conduct. 	