**Misconduct Disclosure Scheme Coordinator**

**Job description**

**Location:** *London or Geneva*

**Duration:** *1-year fixed term contract*

**Salary grade:** *starting from £39,150 per year*

**Reports to:** *SCHR Executive Secretary and CHS Alliance Executive Director*

**Direct reports:** *none*

**Background and job purpose:**

The Steering Committee for Humanitarian Response and CHS Alliance are looking for an enthusiastic professional with excellent project management skills, PSEAH (Prevention of Sexual Exploitation, Abuse and Harassment) expertise, sound knowledge of humanitarian sector recruitment and excellent analytical and communication skills. If you have worked in the not-for-profit sector or wish to join this sector because you want to make a difference, and match with the profile we are looking for, we would love to hear from you.

**Main Responsibilities:**

1. Promote the Scheme
   * Proactively identify opportunities to promote the Scheme, develop and deliver briefings
   * Update and implement communication strategy
   * Represent the Scheme at external meetings
   * Liaise with wide range of organisations
2. Provide support and technical expertise to organisations implementing the Scheme
   * Compile, analyse and share learnings,
   * Provide technical explanations related to the practical and legal issues related to the implementation of the Scheme,
   * Support new members in preparatory work,
   * Secure legal advice
3. Support the governance process of the Scheme
4. Support the wider PSEAH work of SCHR and CHS Alliance.

**Key Contacts:***.*

**External: Misconduct Disclosure Scheme Members, Safeguarding and HR staff in various organisations, IASC Secretariat, PSEA Network Coordinators, HR Professionals, donors, focal points in UN agencies, network leads etc.**

**Internal: SCHR Executive Secretary, CHS Alliance Programme Team**

**Person Specification**

**Competencies**

* **Delivering Results: Dynamic and able to bring opportunities together to deliver results.**
* **Inclusive: Demonstrating understanding of gender, diversity and inclusion.**
* **Creative thinking: Curious about alternative or unconventional ideas/solutions.**
* **Communicating: Ability to respectfully listen to and respond to queries, adapting to culture and context of interlocutor, both orally and in writing.**
* **Cultural Sensitivity: Adaptable and sensitive to work in different cultural contexts.**
* **Time Management: Proven ability to prioritise and plan effectively, working in a structured manner and to deadlines.**
* **Living CHS Alliance values: committing to work as a team, act with integrity, aim for excellence, respect, and care for each other and think creatively.**

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|  | **Essential** | **Desirable** |
| **Qualifications:** | * University level degree | * Master’s level degree |
| **Experience and knowledge:** | * At least two years’ experience in working to prevent of Sexual Exploitation, Abuse and Harassment, or five years’ experience in roles that manage staff in positions of high power relative to vulnerable individuals * At least two years’ experience in the humanitarian sector, either with the UN, NGOs or private contractors * Demonstrated experience of humanitarian sector recruitment, either directly or in a linked role. * An awareness of the range of different actors (including INGOs, LNGOS, Donors, Affected State Governments, Private Sector actors and UN agencies) working in humanitarian and aid environments, and how they interrelate. | A demonstrated understanding of internal politics, power and decision making within the aid sector, and how they impact on effective implementation of PSEAH policies and procedures,  Experience in marketing with special focus on social media management,  Experience in developing and delivering communication strategy,  Experience working on organisational culture change/change management,  Experience in supporting governance processes. |
| **Skills:** | * Strong IT skills, website management skills   Excellent analytical, communication, listening and facilitation skills.   * Strong leadership skills * Strong relationship building skills |  |
| **Language:** | * Excellent English | * Other languages, especially French and/or Spanish |
| **Behaviour** | * Proven integrity - upholding and promoting the highest standards of ethical and professional conduct and abiding by the [CHS Alliance Code of Conduct](https://www.chsalliance.org/get-support/resource/chs-alliance-staff-code-of-conduct/). * Commitment to the CHS Alliance values, vision and mission |  |