

Deputy Director

- **Time commitment:** Full time role (80 or 90 % could be considered for the right candidate)
- **Location:** UK based, with frequent travel to Geneva. Other locations would be considered for the right candidate
- **Reports to:** Executive Director
- **Direct Reports:** 4 – 5 direct reports responsible for leading on key aspects of the Alliance’s work.
- **Grade:** F
- **Salary:** Between 79’346 GBP and 90’682 GBP (commensurate with qualifications and experience)

1. Background and Purpose

The Deputy Director works in close partnership with the Executive Director (ED) to enhance the work of the small, dynamic secretariat team to create more momentum across its network. This new role will be instrumental in delivering on the strategic objectives and securing sustainable funding through its continued evolution. The person will be responsible for connecting the various programmatic areas of work quality assurance and impact, capacity support and its new country level work. They will guide planning processes to be able to track and analyse our impact. They will leverage the knowledge of the team to seek new opportunities for ensuring the Alliance delivers on its mission. They will be instrumental in developing and implementing long-term plans and processes that can bring new levels of success for the organisation.

2. Main Duties and Responsibilities

Guide and facilitate the team’s delivery of the CHS Alliance strategy:

- Work with the ED on delivering the strategy to position CHS Alliance as a network driving system change for greater accountability to people in crisis, creating relationships within teams and externally to influence change across the global humanitarian sector.
- Develop processes to support the team track progress on how we are meeting our objectives so they can be clearly communicated and analysed to continue to deliver on the ambitions of the Alliance’s strategy.
- Facilitate a strong culture of organisational collaboration to achieve goals and objectives; developing a framework that support the team’s cohesion in delivering the goals of the organisation to create greater impact.
- Provide oversight of the funding needs and priorities and support strong proposal development and compliance with donor funding and guide decisions on how to allocate and manage resources.
- Work closely with the ED, to establish and execute a fundraising plan to achieve the strategy and workplan of the CHS Alliance, including donor intelligence.
- Provide support to ensure staff can complete their responsibilities to their highest potential.
- Initiate programmes and activities that are resourced and effective and efficient as possible.

External partnerships & donor engagement:

- Stay abreast of emerging trends in the volatile context of humanitarian action and provide strategic thought leadership on the dynamic and shifting priorities and what it means for the Alliance network.
- Work closely with the ED to create a strong donor advocacy and engagement plan that goes beyond fundraising to work with donors as drivers of accountability.
- 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.
- Work closely across the teams to keep abreast of the Alliance members' needs to meet the CHS commitments.
- Actively seek opportunities for partnerships to advance the CHS Alliance Strategic Plan (e.g. with members, academia, coordination bodies like the IASC, or other key stakeholders).
- Promote the CHS and the work of the CHS Alliance through relevant social media channels or platforms, through conference presentations and through workshops or other events.
- Represent CHS Alliance and its positions at meetings, speaking engagements or through opinion pieces. Assist the CHS Alliance to influence policy in the sector.
- Act as the public face of the CHS Alliance, along with the ED, to promote its mission and purpose.

3. Profile

- **A passion for** creating system change in the sector. A thirst to understand and seek opportunities to drive forward greater accountability, as well as a pragmatic understanding of the challenges facing the sector.
- **Someone who shows a commitment to CHS Alliance mission and values**, evidenced by exhibiting a high level of personal and professional integrity, humility and humanity, and through experience with non-profit organisation with a global membership reach, and a good knowledge of quality and accountability in the aid sector.
- **A natural relationship builder and team player**, who enjoys and has proven ability to work collaboratively with others inside and outside the organization. An ability to see synergies and bring people together.
- **Someone who thrives with changing situations** but can also execute swift decisions when needed. Demonstrated resourcefulness in setting priorities and solving complex operational problems
- **Strong leadership capability** with demonstrated experience in managing, inspiring and empowering teams in changing environments, thanks to progressively responsible senior management roles. A strong track record of facilitation skills to support cross team collaboration, ideally with knowledge or experience in self managing teams / team approach.
- Someone **trustworthy in managing sensitive situations** and information, discrete, professional, and with excellent judgement.
- A **good communicator** with professional command of English, French a strong asset, and other working languages appreciated.

4. Experience and Qualifications:

- Extensive senior management experience in a dynamic, responsive environment
- Demonstrated organisational development experience, supporting a team and supporting others
- Extensive experience in the humanitarian sector, ideally at operational level
- Experience managing cross-functional teams to develop and implement systems and processes to increase collaborative effectiveness and efficiency
- Highly skilled at staff coaching and development
- Proven track record of strategic planning and financial management
- Experience creating and managing budgets
- Ability to manage complex projects across teams
- Experience navigating complex issues and making difficult decisions, often in high-pressure situations

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • University Degree in relevant disciplines 	<ul style="list-style-type: none"> • Masters / MBA an advantage
Experience:	<ul style="list-style-type: none"> • Experience leading cross functional teams • Leadership experience with non-profit organizations 	<ul style="list-style-type: none"> • Humanitarian field experience
Knowledge:	<ul style="list-style-type: none"> • Good knowledge of current good practise in organisational development issues • Strong understanding of organisational accountability practices • Knowledge of the Core Humanitarian Standard 	<ul style="list-style-type: none"> • Self-managed teams approaches
Language:	<ul style="list-style-type: none"> • Excellent oral and written English skills 	<ul style="list-style-type: none"> • French a strong asset, other working languages appreciated.
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. 	