

Position Description

ACT Alliance Head of Programmes

Based in Geneva, Switzerland

About ACT Alliance

ACT Alliance is a coalition of more than 140 churches and affiliated organisations working together to create positive and sustainable change in the lives of poor and marginalised people regardless of their religion, politics, gender, sexual orientation, race or nationality. ACT Alliance is supported by 30,000 staff from member organisations and mobilises about \$2.5 billion for its work each year in three targeted areas: humanitarian assistance, development and advocacy action. ACT Alliance is deeply rooted in the communities it serves. It has earned the trust and respect of local people long before large international interventions scale up, and remains steadfast in its grassroots commitments many years after world attention has shifted elsewhere. For more details about the general work of ACT, please refer to <http://www.actalliance.org/>

1. Major functions summary

The Head of Programmes leads the ACT secretariat programmatic work with a focus on providing enabling leadership and management within the team responsible for humanitarian assistance, sustainable development and advocacy action. She/he maintains a global overview of relevant policy developments related to humanitarian action and development and analyses their relevance to the alliance. She/he is a member of the Core Management Team and deputizes for the General Secretary (CEO) on a rotational basis, providing guidance, encouragement and timely support in decision-making.

2. Duties and responsibilities

- Leads the ACT secretariat policy and programmes team, which supports the alliance in humanitarian, sustainable development and advocacy work, as outlined in the ACT Alliance Global Strategy.
- Leads and facilitates discussion and decision making on strategic programmatic issues and directions, both within the Secretariat team and with the individual colleagues who she/he supervises.
- Leads programme development and implementation in key thematic and programmatic areas, such as gender equality, sustainable development goals (SDGs) etc.
- Ensures the alliance promotes a consistent and intentional nexus between humanitarian-development-advocacy work.
- Supports the development of organizational strategies and high impact partnerships by providing programmatic input and evidence.

- Engages in a collegial management role to ensure seamless collaboration across teams and areas of work, as well as consistency between programmes and core functions, such as finance, PMER, partnerships, resource mobilization, ACT forums, communication and Human Resources.
- Supervises the programmatic work of the regional offices, ensuring strong links between the programmatic work of the alliance at national, regional and global levels through a matrix management approach.

3. *Competences and behaviors*

- Committed to the values of the ACT Alliance and takes pride in delivering on agreed priorities according to the highest standards individually and as part of a global team, demonstrating commitment to ACT agenda through programmatic and operational focus.
- Proactively finds innovative and creative solutions, is efficient and reliable, adapts to change and uncertainty, is decisive and acts with integrity.
- Builds effective internal and external relationships, involves others when solving problems and treats others with consideration and respect in an alliance where faith is a key ingredient of people's lives.
- Effectively motivates, influences and develops others, drives high performance, inspires people to follow them and acts as a role model, and contributes knowledge outside of immediate own role.
- Creates an environment of constructive, open and forward-looking dialogue and support among team members.
- Plays an active role in working together and developing relations with the ACT members, interfaith-based partners and UN and multilateral partners on programming related issues and processes.
- Works actively to support fundraising within the Secretariat for the many key programmatic processes and functions coordinated in Geneva.
- Is performance focused, energetic and committed to dealing with several competing agendas simultaneously and effectively.

4. *Key working relationships*

- Liaises with ACT members and ACT forums on programmatic issues, through regional staff or directly.
- In close coordination with the Strategy and Partnerships Unit, liaises with external stakeholders on programmatic issues (UN agencies, governmental representations, INGO networks), and supports the Regional Representatives to do the same in regions.
- Liaises with other staff as relevant, particularly the General Secretary on policy and Regional Representatives to ensure a coherent global approach with regional variations.
- Liaises with external organizations, ecumenical bodies, UN, governmental representations and INGO networks relevant to programmatic, strategic issues.
- Collaborates with the CEO on policy and strategy issues.

- Supervises:
 - Global Advocacy and Policy Coordinator
 - Global Humanitarian Coordinator
 - Sustainable Development Policy & NY Representative
- Reports to the General Secretary (CEO).
- Is member of the ACT core management team and the global management team.
- Responsible for coordinating the effective functioning of the Advisory Groups and Communities of Practice across the alliance, and supporting the programmes team in facilitating the work of relevant Advisory Groups pertaining to humanitarian, development and advocacy.

5. Qualifications and Experience

- Relevant academic degree with a minimum of ten years of relevant work experience in the humanitarian/development/advocacy sector.
- Proven senior leadership experience at strategic and management level in humanitarian action, sustainable development and advocacy work within an international environment, and preferably with church-related or non-governmental organizations.
- Ability to analyze changing operational contexts and policy developments and to optimize and take advantage of emerging opportunities.
- In-depth knowledge of issues relevant to the mandate of ACT Alliance, including a good understanding of ecumenical context and relevance of churches and faith-based actors in emergency response, long-term development and advocacy.
- Knowledge and experience of cooperation with United Nations, governmental and multilateral organizations in the field of humanitarian assistance, sustainable development, advocacy and human rights.
- Highly developed interpersonal and communications skills including influencing, negotiating and coaching.
- Fluency in English language, with demonstrated written skills. Working knowledge of French or Spanish an asset.
- Female candidates are strongly encouraged to apply.

How to apply

Interested and qualified candidates should send their CV and a cover letter, **in English and by email only, to recruitment@actalliance.org by Sunday 8th October 2017**. Please put “Head of Programmes” in the subject line.