



Executive Director

Candidate Pack



MESSAGE FROM THE SPHERE PRESIDENT

Sphere is recruiting its next Executive Director. This is an incredible opportunity to shape Sphere and enhance its wider impact over the coming years.

Are you the humanitarian leader we are looking for?

Sphere is a diverse, global community of purpose and practice that brings together frontline practitioners, humanitarian agencies, community organisations, trainers, donors, policy makers, government agencies and affected communities, around a common goal – to improve the resilience of, and outcomes for, people affected by disaster and crisis.

Sphere establishes, promotes and reviews quality standards for humanitarian action which provide an accountable framework for preparedness, resource allocation, response, monitoring and advocacy, before, during and after disasters and crises. Sphere believes that people affected by crisis must be at the centre of decisions about humanitarian protection, assistance, recovery and resilience.



2022 marks 25 years of Sphere and there is much for us to celebrate: -

LEADERSHIP

We have a new and diverse Governing Board (board members) and are investing in their development through training and Key Performance Indicators (KPIs).

FUNDING

We have successfully secured funding through Disaster Emergency Committee (DEC), a new donor for Sphere. (KPIs).

TRAINING

We have an active trainer community, delivering Massive Online Open Courses (MOOCs) and Training of Trainers (ToTs).

ENGAGEMENT

We are seeing high levels of engagement with social media and other digital platforms as the world adapts to new ways of interacting. (KPIs).

ACCESSIBILITY

We are investing in inclusivity by making our products, platforms and events ever more accessible to a wider community.

We look forward also to 2023, which marks the 10-year anniversary of the Humanitarian Standards Partnership.

We are seeking an empowering leader to serve the Sphere community, who is a great communicator, and a humanitarian at heart. You will have credible representation skills, with the ability to foster and maintain good relationships with our members, partners and donors.

We recognise that the world is facing many humanitarian challenges: climate change, rising prices, global insecurity and displacement within a context of squeezed funding, greater impact assessment, and a commitment to strengthening the localisation of humanitarian leadership.

At Sphere, we see these challenges as opportunities. The greater the challenge, the more we see Sphere as being relevant and ready to provide guidance to organisations in all these areas, supporting and leading them to greater efficiency and effectiveness.

Thank you for considering this position. We look forward to your application.

Rita

Rita Rhayem
President-Sphere

About us

The Sphere movement was [started in 1997](#) by a group of humanitarian professionals aiming to improve the quality of humanitarian work during disaster response. With this goal in mind, they framed a [Humanitarian Charter](#) and identified a set of [humanitarian standards](#) to be applied in humanitarian response.



Initially developed by non-governmental organisations, along with the Red Cross and Red Crescent Movement, the Sphere standards have become a primary reference tool for national and international NGOs, volunteers, UN agencies, governments, donors, the private sector, and many others. Today, Sphere is a worldwide community which brings together and empowers practitioners to improve the quality and accountability of humanitarian assistance.



Sphere's flagship publication, the [Sphere Handbook](#), is one of the most widely known and internationally recognised sets of common principles and universal minimum standards in humanitarian response.



We invite you to download Sphere's latest strategy at the following link [Sphere Strategic Plan](#)





How we work

Sphere is a non-profit association legally established in Geneva. The Sphere Secretariat is led by the Executive Director and a team of staff.

The General Assembly is Sphere's highest decision-making body. It is composed of all Sphere members. The Assembly meets at least once per year

Sphere's Governing Board oversees the organisation's mission, strategic direction, policies and fiscal integrity. Board members are elected by the General Assembly from Sphere members and includes co-opted members.

The Sphere philosophy is based on two core beliefs: that people affected by disaster or conflict have the right to life with dignity and, therefore, the right to assistance; and that all possible steps should be taken to alleviate human suffering arising out of disaster or conflict. It carries with it a commensurate level of professionalism and ethical

behaviour by the agencies and personnel who respond to disasters.

Sphere members believe that people affected by crises must be at the centre of decisions about humanitarian protection, assistance, recovery and resilience.

We recognise that people affected by disaster and conflict have the right to life with dignity, the right to receive humanitarian assistance, and the right to protection and security. By joining our community, you make a commitment to uphold the rights and dignity of all people affected by crisis.

Sphere is the most established and recognised organisation in the field of humanitarian quality and accountability. Sphere standards and resources are open source, accessible and free to everyone – and will always remain so. We believe that ownership of the standards is with the humanitarian community, which contributes to their development through their expertise.

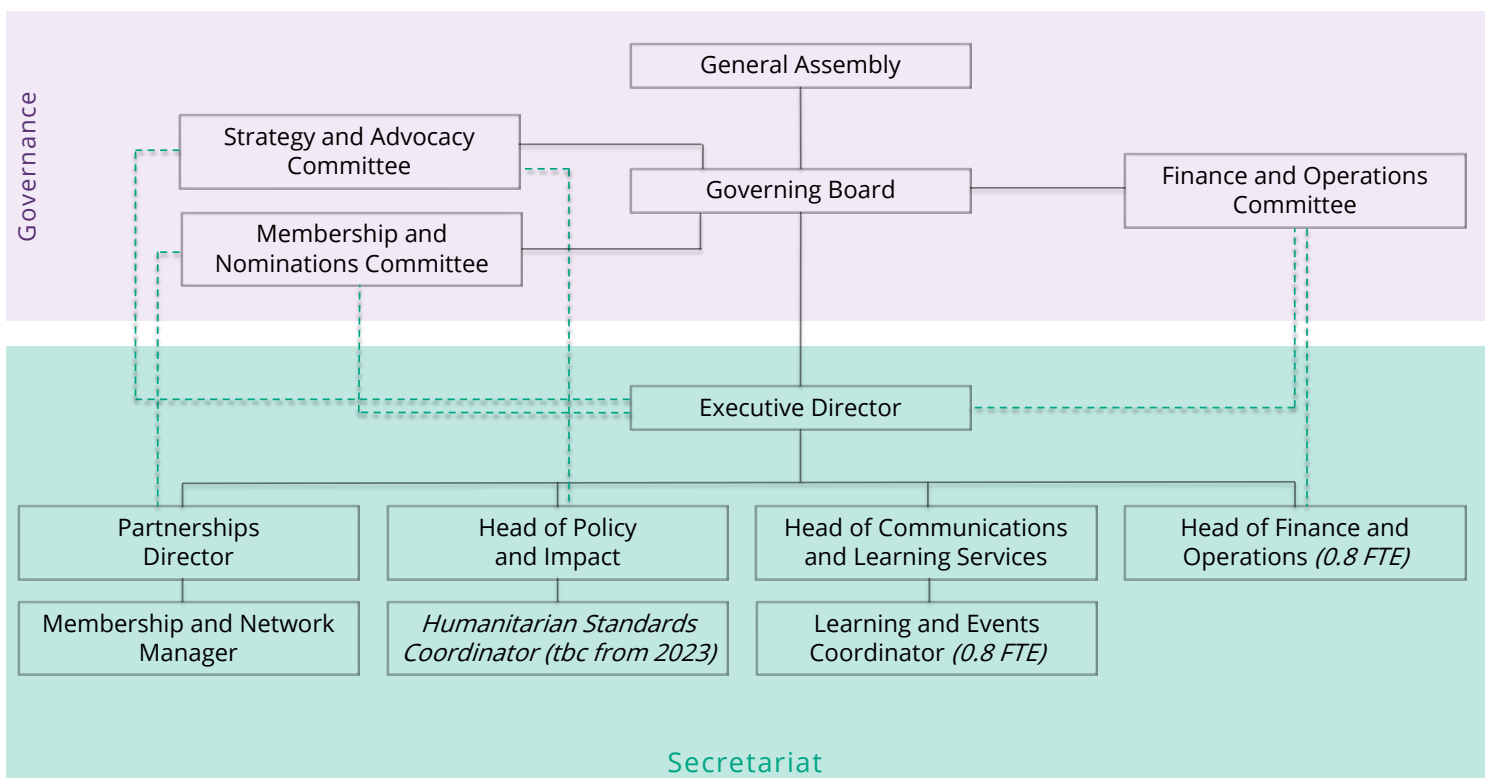
The Role

The Executive Director's primary role is to lead and serve a vibrant global network of humanitarian practitioners committed to improving principled quality and accountability in humanitarian action, advocating for the uptake and use of humanitarian standards. The ED manages the performance of the Sphere Secretariat of 6 staff members, ensuring strategic direction and financial stability in line with the organisation's vision.

The Executive Director (ED) reports to the Governing Board and has a direct reporting line to the President of the Governing Board.

Key relationships: Sphere Secretariat team, Sphere Governing Board, Sphere members, Sphere Focal Points, the global Sphere community, Humanitarian Standards Partnership members, donors, external stakeholders, UN agencies and the media.

Sphere Organogram
20 July 2022



The Sphere community sets standards for humanitarian action and promotes quality and accountability

Duties and Responsibilities

- Lead and serve the Sphere secretariat team by inspiring and motivating colleagues, engaging with Sphere users, and building a broad sense of shared ownership and purpose.
- Ensure effective management of all aspects of Sphere's work, including high-quality support to membership; strong budget, finance, and grants management; and collaboration within a highly functioning team.
- Work closely with the Governing Board and associated bodies to ensure the effective functioning of the organisation's governance, management and administration.
- Strengthen Sphere's role as a convening and collaborative platform for humanitarian standards, quality and accountability. This includes support to the Humanitarian Standards Partnership as well as other new and emerging standards initiatives.
- Fully engage with partners as one of the copyright holders of the Core Humanitarian Standard, including through its management group and steering committee.
- Seek and secure resources for Sphere's work, diversifying its funding portfolio and ensuring appropriate financial controls.
- Represent Sphere at the highest levels, identifying and building strategic values-based alliances as well as actively contributing to system-wide policy debates.



Skills and Experience

Essential:

- Master's degree in a relevant discipline or equivalent experience of operating at this level or beyond.
- Significant humanitarian or related experience.
- Previous senior leadership experience in the international humanitarian sector.
- Significant field experience in humanitarian response, including use of relevant standards supporting this work.
- Proven expertise and knowledge of humanitarian principles, action and advocacy.
- Proven experience in financial management.
- Significant experience in fundraising with a proven track record of securing and managing a portfolio of grants.
- Demonstrable experience in developing global level strategic thinking.
- Highly developed networking and external representation skills.
- Ability to prioritise with strong coordination and organisation skills.
- Experience in creating/fostering a culture of learning to help enhance and grow the skills and abilities of employees.
- Highest level skills in persuasive and compelling communications, both written and oral.
- Fluent in English.
- Ability to work effectively in a multicultural team and international environment.
- Culturally sensitive and possesses a high degree of integrity.

Desirable:

- Experience of working with membership organisations and executive committees.
- Additional language skills such as French or Spanish.



Our Offer

The role is open to global candidates. We strive to be an inclusive employer and welcome applications from diverse backgrounds.

Location: Sphere office, Geneva, Switzerland.

Contract: Indefinite duration.

Salary and benefits: Salary is commensurate with the seniority of the position and we offer a comprehensive benefits package. Relocation assistance for international candidates will be discussed. We are committed to paying staff in a fair and equitable way.

How to Apply

Sphere is partnering with Red Sea Executive Search for this role.

To find out more information about the role please email Tim Wingrove at applications@redseasearch.com

To apply for the position please go to

<https://www.redseasearch.com/job/executive-director-sphere/>

and follow the instructions to upload your application through the Red Sea website.

Should you require access to information in a different format to facilitate your application please write to Red Sea at applications@redseasearch.com

Recruitment Timeline

Closing date for applications: **21st August 2022**

Red Sea Interviews for long-listed candidates: **week of 5th September**

Sphere selection process and interviews: **from 19th September**



About Red Sea Executive Search

Red Sea Executive Search is a dynamic and diverse, international, independent executive search consultancy recruiting senior management and executive staff for global change.

We are a purpose-focused company with a view on globalisation and aim to act as both a networking service and a recruitment service provider to the world's foundations, trusts and charitable organisations.

In Global Development, we work with INGOs, agencies, foundations, and social enterprises, placing senior and executive leaders at national, regional and Head Quarter (HQ) level. In Philanthropy, we aim to network and engage with Institutional, Corporate (CSR) and Private Philanthropy, working with grassroots organisations and social enterprises, and large foundations and trusts.

We are a team of sector experts, passionate about our work and caring, creative, and consultative in our approach. Our networks have been established with around 100+ years of combined working experience in INGOs and intergovernmental organisations.

