

Strategic Advisor, Executive Office and Partnerships

Deadline:
19-07-2026

Strategic Advisor, Executive Office & Partnerships

Background

The MHPSS Hub aims to improve mental health outcomes and psychosocial well-being through technical assistance, capacity development of National Societies, the IFRC and the ICRC, competence development of staff and volunteers, knowledge generation and knowledge sharing, research, strategic communications and humanitarian diplomacy, policy and advocacy.

The MHPSS Hub does not work directly with affected populations but rather assists the National Societies, the IFRC and the ICRC to provide MHPSS services in accordance with their auxiliary role and mandate. The MHPSS Hub is organized around a team of MHPSS specialists, project managers, strategic communication specialists, and support services. It is led by a Director, who reports to the International Director at the Danish Red Cross. The Director also serves as secretary to the Steering Committee. The MHPSS Hub is hosted and supported by the Danish Red Cross, we operate under the legal identity of the Danish Red Cross, with all MHPSS Hub staff employed by the Danish Red Cross.

Contact Person:
Sarah Harrison

Job Category:
Humanitært arbejde, Andet

Position Type:
Fuldtid

1. Overall Responsibilities and Reporting Lines

The *Strategic Advisor, Executive Office & Partnerships* provides strategic, organizational, and executive support to the Director of the MHPSS Hub. The role acts as a central coordination and enabling function assisting the Director and the management team ensuring effective leadership, strategic implementation, strong governance, and coherent organizational performance.

The position plays a key role in supporting the coherent implementation of the MHPSS Hub Strategy 2026–2030, while contributing to the preparation of the organization's next strategic framework. The role strengthens institutional effectiveness, supports leadership decision-making, and ensures follow-up across strategic priorities and enablers.

In addition, the role supports the development of strategic partnerships that enhance the MHPSS Hub's positioning, collaboration, sustainability and resource mobilisation.

The *Strategic Advisor, Executive Office & Partnerships* reports to the Director of the MHPSS Hub and is employed by the Danish Red Cross (DRC) as the host National Society of the MHPSS Hub.

2. Key Accountabilities, Responsibilities, and Duties

Strategic and Organizational Responsibilities

The *Strategic Advisor, Executive Office & Partnerships* supports the Director in ensuring effective strategic leadership, organizational development, and institutional performance. The role assists the management group in ensuring that strategic priorities are translated into coordinated action and effective follow-up.

Key responsibilities include:

- Supporting the implementation, monitoring, review, and adaptation of the MHPSS Hub Strategy 2026–2030
- Facilitating strategic planning processes, annual priorities, and organizational performance reviews
- Supporting the management in ensuring strategic coherence across teams, priorities, and processes
- Providing briefing materials, decision-support documents, and recommendations to the Director

Executive Office Support and Governance

The *Strategic Advisor, Executive Office & Partnerships* provides direct, hands-on executive support to the Director and ensures the effective functioning of governance and coordination processes.

Key responsibilities include:

- Supporting the Director on governance matters of the MHPSS Hub, including: Organizing Steering Group and Advisory Group meetings
Preparing agendas and documentation
Issuing meeting calls and coordinating logistics
Taking minutes and ensuring accurate documentation
Supporting systematic follow-up on decisions and action points
- Support in coordinating internal leadership processes, including management meetings and retreats
- Taking minutes from weekly management meetings and assisting the management group in ensuring follow-up on agreed actions
- Supporting the Director and the management group in planning, prioritization, and follow-up

of strategic and organizational priorities

- Preparing briefings, presentations, reports, and decision-support materials
- Tracking decisions and ensuring timely follow-up across the organization
- Supporting the smooth day-to-day running of the office when required

Partnerships and External Engagement

The *Strategic Advisor, Executive Office & Partnerships* leads and supports strategic partnerships that strengthen the MHPSS Hub's reach, influence, and collaboration.

Key responsibilities include:

- Supporting the Director and teams in cultivating key institutional relationships
- Coordinating partnership processes and support in ensuring follow-up on commitments
- Supporting development of partnership strategies and engagement plans
- Strategic advice on stakeholder engagement and partnership opportunities
- Coordinating partnership processes and ensuring follow-up on commitments
- Supporting development of partnership strategies and engagement plans
- Representing the MHPSS Hub in external meetings and forums as delegated

Resource Mobilisation and Donor Engagement

The *Strategic Advisor, Executive Office & Partnerships* contributes to strengthening sustainability and growth through strategic resource mobilisation.

Key responsibilities include:

- Supporting development of diverse funding strategies aligned with strategic priorities
- Co-ordinate the development of concept notes, proposals, and donor presentations
- Supporting relationship management with Red Cross Red Crescent Movement entities, donors, foundations and partners
- Ensuring alignment between partnerships and resource mobilisation efforts
- Diversifying partnerships with a focus on sustainability.

Over the coming 1–2 years, the *Strategic Advisor, Executive Office & Partnerships* is expected to ensure:

- Effective implementation and monitoring of the MHPSS Hub Strategy 2026–2030
- Well-functioning governance structures with clear follow-up mechanisms
- Strengthened and diverse partnerships across the Movement and with external stakeholders
- Enhanced global positioning of the MHPSS Hub as a trusted technical leader
- Strengthened resource mobilisation with a focus on sustainability

Experience and skill requirements (all are pre-requisites)

- **Requirement:** Masters degree in a related field.
- **Requirement:** Minimum 7 (seven) years of relevant work experience in relation to governance, strategic organisational development, executive office support, resource mobilisation and institutional performance.
- **Requirement:** Proven skills in developing and drafting partnership agreements, proposals, grant applications and working with consortiums and networks internal and external to the Red Cross Red Crescent Movement.
- **Requirement:** Experience in working for the Red Cross Red Crescent Movement (within a National Society, the IFRC or the ICRC).
- **Requirement:** Strong organizational, communication (oral, visual and written), administrative and networking skills.
- **Requirement:** Experience with diverse and international stakeholder management, particularly in relationship to governance, partnerships and resource mobilisation
- **Requirement:** Advanced written and spoken English is required; knowledge of spoken Arabic, French, Spanish, Russian and/or Chinese is a definitive advantage.

Personal profile

- A structured, independent, and proactive approach to tasks
- Excellent communication, coordination as well as networking, negotiation and stakeholder management skills
- Ability to meet deadlines, multi-task, and work well in a fast-paced environment
- Strong team-player skills and ability to work independently
- Excellent writing skills and ability to communicate precisely and in writing
- Experience from working with people with different and diverse cultural and linguistic backgrounds
- Prepared to contribute to a positive working environment

Employment Details

- Location: MHPSS Hub, c/o Danish Red Cross, Hejrevej 30, 2400 Copenhagen NV, Denmark
- Start Date: 1st September 2026.
- Contract: Open-ended, Danish AC contract
- Salary range depending on qualifications: DKK 51.200 - 53.050, including pension

Application Process

- Please submit your application and CV via the Danish Red Cross website. *Email applications will not be accepted.*
- Application deadline: 19 July 2026 at 00:00hrs (midnight CEST).
- Interviews for short-listed candidates: Scheduled 22-29 July 2026.
- Start date: 1 September 2026.