

Head of the Secretariat, International Department

Deadline:

12-08-2026

Strengthen coordination, organisational coherence and movement engagement across Danish Red Cross' international organisation

The Danish Red Cross is part of the world's largest humanitarian network. Through our international engagement, we support Red Cross and Red Crescent National Societies around the world in delivering humanitarian assistance and strengthening the Movement's collective response to crises. As a trusted and responsive partner, we provide flexible, long-term support through partnerships grounded in local leadership, shared values and mutual accountability.

As we prepare to launch our new international strategy, *Connected in Action*, in 2027, we are reconfiguring the **International Secretariat** within the International Department. The Secretariat will serve as an enabling function, helping to strengthen organisational coherence, strategic coordination and informed decision-making across the department. The Secretariat will support a number of critical cross-cutting processes, including budget and finance planning and oversight, strategic priorities related to localization and partnership transformation across the Movement, and Danish Red Cross' humanitarian diplomacy efforts. Its role will not be to lead these agendas, but to enable the department to deliver on them more effectively through coordination, facilitation and organisational support.

We are looking for an experienced, collaborative and strategically minded leader to establish and head the International Secretariat and help strengthen the effectiveness, alignment and impact of our international engagement.

Reporting directly to the International Director and member of the International Department Management Team, the Head of the International Secretariat will play a central role in supporting strategic decision-making, fostering collaboration across teams and functions, and ensuring that priorities are translated into coordinated action and tangible results.

About the role

As Head of the International Secretariat, you will lead a team of 8–12 colleagues based in Copenhagen and work closely with leaders and stakeholders across the organisation and the wider Red Cross Red Crescent Movement.

One of your first priorities will be to establish a new Secretariat with a clear identity and purpose: enabling others to succeed. The Secretariat will act as a trusted partner to the International Director and leadership team, helping to connect priorities, people and processes across the department.

You will build a team that takes pride in facilitating rather than directing, creating the conditions for effective collaboration, informed decision-making and coordinated action. A key responsibility will be to ensure that knowledge, insights and priorities flow effectively across teams, functions and geographies, enabling Danish Red Cross to act as one coherent international organisation.

This is a senior leadership role with significant organisational influence. The Secretariat will play a critical role in enabling coordination, supporting decision-making, monitoring implementation and strengthening collective accountability across the department.

Success in the role depends on your ability to create clarity in complexity, build trusted relationships and help others succeed through effective coordination and collaboration.

The success of the Secretariat will not be measured by the agendas it leads itself, but by its ability to help others lead more effectively through coordination, knowledge sharing and strategic support.

Contact Person:

Thomas Sohns

Job Category:

Administration, Ledelse

Position Type:

Fuldtid

Key responsibilities

Coordination and organisational effectiveness

You will:

- Lead departmental planning, coordination and follow-up processes.
- Coordinate budget processes, financial oversight and management reporting in close collaboration with the finance department
- Support governance processes, decision-making and accountability mechanisms.
- Ensure that knowledge and insights are effectively shared and applied across the department.

Supporting Movement engagement and coherence

You will:

- Support the International Director and department in preparing for and engaging in key Movement governance and policy processes, and ensure coordination with the office of the secretary general
- Facilitate internal coordination and alignment on Movement priorities, positions and partnerships.
- Ensure that relevant knowledge, insights and decisions are shared effectively across the department.
- Help ensure coherent and well-coordinated Danish Red Cross engagement across Movement forums and partnerships.
- Identify opportunities to strengthen collaboration, learning and knowledge-sharing across teams and regions.

Humanitarian diplomacy

You will:

- Coordinate humanitarian diplomacy and policy processes across the International Department and with the Communications department.
- Support strategic stakeholder engagement with Danish and international partners.
- Help translate operational insights and priorities from crisis-affected contexts into policy positions and advocacy efforts.
- Facilitate internal alignment and coordination on humanitarian diplomacy priorities and messaging.

About you

You are an experienced leader who thrives in complex organisations and knows how to create progress through collaboration, influence and strong relationships.

You combine strategic perspective with a strong focus on execution and follow-through.

You are comfortable navigating complexity, balancing competing priorities and bringing together diverse stakeholders around shared objectives.

You are recognised as a trusted adviser and collaborative leader who creates value by helping others succeed. You understand how to build the structures, processes and relationships that enable organisations to perform effectively while maintaining a pragmatic, solution-oriented approach.

You bring:

- Significant leadership experience from an international, humanitarian, political or public affairs environment.
- Strong experience with organisational coordination, change processes & business models.

- Experience supporting senior leadership and complex decision-making processes.
- Excellent relationship-building, facilitation and stakeholder management skills.
- A proven ability to navigate complexity and drive collaboration across organisational boundaries.
- A strong understanding of the Red Cross Red Crescent Movement and its partnership dynamics.

We offer

This is a unique opportunity to take on a highly influential role at the centre of Danish Red Cross' international work.

You will work closely with senior leaders across the organisation and with partners throughout the global Red Cross Red Crescent Movement. The role offers a rare opportunity to help shape how the International Department collaborates, coordinates and delivers on its ambitions.

You will join a values-driven organisation with committed colleagues, a strong collaborative culture and a clear humanitarian purpose. In return, we offer a role with significant scope for impact, broad organisational exposure and the opportunity to leave a lasting footprint on the future development of our international work.

The duty station is Copenhagen, Denmark, with occasional international travel.

Employment terms follow Danish Red Cross collective agreements and policies.

Employment is subject to relevant screening and reference checks.

Working for Danish Red Cross

At Danish Red Cross, we believe that diverse teams make us stronger. We welcome applications from all qualified candidates regardless of age, disability, gender, gender identity, marital status, race, ethnicity, religion, belief, sexual orientation or other protected characteristics.

As part of the International Red Cross and Red Crescent Movement, all employees are expected to uphold the Fundamental Principles of the Movement and comply with the Danish Red Cross and IFRC Code of Conduct.

We are committed to safeguarding children and vulnerable adults and have zero tolerance for sexual exploitation, abuse, harassment and other forms of misconduct.

For further information about the position, please contact **International Director, Rikke Friis**, at rifri@rodekors.dk cc. Sr. Organisational Advisor, Thomas Sohns, at thoso@rodekors.dk.

Application deadline: 12 August 2026

The position is advertised internally and externally from 13 July 2026.