

Job Profile

Job Title:	Humanitarian Innovation Fund Programme Officer
Location:	Cardiff or London
Reports to:	HIF Portfolio Manager
Grade:	4
Budget Responsibility:	None
Line management responsibility:	None
Child Safeguarding Level:	1

Overview

We are [Elrha](#). A global charity that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

We equip humanitarian responders with knowledge of what works, so that people affected by crises get the right help when they need it most. We have supported more than 200 world-class research and innovation projects, championing new ideas and different approaches to find what works in humanitarian response.

The HIF Programme

Elrha has two successful humanitarian programmes; [Research for Health in Humanitarian Crises](#) (R2HC) and the [Humanitarian Innovation Fund](#) (HIF).

The HIF programme improves outcomes for people affected by humanitarian crises by identifying, nurturing and sharing more effective, innovative and scalable solutions.

Established in 2011, it was the first of its kind: an independent, grant-making programme open to the entire humanitarian community. It now leads the way in funding, supporting, and managing innovation at every stage of the innovation process.

The HIF's portfolio of funded projects has informed a more detailed understanding of what successful innovation looks like, and what it can achieve for the humanitarian community. This work is leading the global conversation on innovation in humanitarian response.

Operational context

Elrha is a charity and wholly owned subsidiary of Save the Children. It is accountable to its Board of Trustees and is able to benefit from core services provided by Save the Children.

Job Purpose

The HIF Programme Officer contributes to the successful fulfilment of the range of funding and innovation management activities undertaken by the HIF. Working closely with the HIF Portfolio Manager, the role supports the coordination and delivery of the programme, with the

Elrha Finance and Grants Manager to support grants management, and with the Elrha Communications team and HIF Innovation Managers to support communications about the HIF. The Programme Officer provides several functions vital to the effective running of the programme and is an external facing contact point for those seeking funding and support from the HIF.

Key accountabilities

Project support and grant management

- Act as first point of contact for the HIF grant funded projects, ensuring they are aware of the support available to them and are clear on the expectations relating to their reporting requirements.
- Support the Programme team and Elrha Finance and Grants unit to ensure effective grant management of the funded projects and ensure projects are on track with regard to reporting deadlines etc.
- Identify any issues of concern regarding grant-funded project performance or reporting and working with the project(s) to proactively address such issues.
- Work with the HIF and Elrha teams to provide support surrounding the innovation process that is suitable to the funded projects and take a lead in encouraging and supporting projects to engage and participate in learning opportunities.
- Support HIF programme monitoring and impact assessment processes.
- Participate in project monitoring visits if required

Support to Call for Proposals and funding processes

- Guided by the HIF Portfolio Manager, prepare documentation for the Calls for Proposals, including Call Guidelines, Application Guidance and templates.
- Lead on the collection, review and assessment process of grant proposals as needed, including communicating with applicants and the Funding Committee.
- Working with the HIF team and Elrha F&G unit develop approach tailored grant making process to sit alongside our innovation management processes.
- Liaise with the providers of Common Grant Application system, ensuring that the application process runs smoothly for both regular and special calls.
- Maintain and adjust the on-line application system for each new Call for Proposals.
- Act as first point of contact for grant applicants, providing support and guidance.
- Conduct analysis on relevant fields of data from calls and application processes, presenting this for review and information-sharing purposes.
- Assist with eligibility screening of applicants and due diligence requirements.
- Organise information in a timely fashion for Funding Committee and Technical Working Group Reviews and provide support to reviewers as needed.

Administration and reporting

- Maintain the HIF administrative systems and programme files (both electronic and in hard copy) in line with SC policies and procedures, working with the HIF Manager and Elrha Executive Administrator to ensure an efficient, accessible system is in place.
- Support the collection and collation of programme monitoring information, making it available in a timely manner for donor reporting and governance purposes.
- Working with the F&G Unit to prepare paperwork for payments related to HIF grants, commissioned work and fees for Funding Committee members and technical reviewers, to support the work of the Elrha Grants Officer.

- Provide timely responses to external and internal requests for information about the HIF and ensure the smooth routing and directing of information and external queries/ correspondence between team members.

Information and Communication Support

- Manage the HIF inbox and provide a timely response to external and internal requests for information about the HIF, with responses appropriately geared towards different audiences. Ensure the smooth routing and directing of information and external queries / correspondence between team members.
- In collaboration with the Elrha Communications team, contribute to Elrha newsletters (including drafting and design) and email updates, and update of the HIF pages of the website. Responsibilities to include keeping project profiles up to date, posting news items, developing content ideas for social media, and ensuring governance members and other 'general' programme information is up-to-date, working with key stakeholders to source information and updates.
- Monitor and manage the publishing of HIF projects' blogs through the content management system, including communicating with the project teams where necessary. Work with the communications officer to produce the monthly blog highlights update for the Elrha team.
- In collaboration with Elrha's Communications team and the HIF team, support the communication profile of the HIF by ensuring that key internal and external communication opportunities are identified.
- Ensure that the HIF contacts lists are maintained and that newly identified contacts are added and new opportunities are engaged appropriately.
- Support the development of external communications regarding the HIF, including the launch of each new Funding Call, and the preparation of briefing materials and presentations on the HIF for internal and external events.
- Be the focal point within the HIF team for setting up/supporting webinars.

Other Duties:

- Participate in Elrha and HIF team meetings.
- Undertake other activities to support the general success of the HIF and Elrha as requested.
- Participate in any appropriate training or information sharing opportunities within Save the Children.
- Complete other duties as required by the HIF Programme Manager or HIF Portfolio Manager

Please note: There will be some UK travel involved in this role, mainly to Cardiff/London.

Working contacts:

Internal:

- Liaise with all other staff in Elrha and Save the Children UK in relation to administrative services, in order to contribute to the smooth running of the Fund.
- Work with other staff at all levels within Elrha, and Save the Children UK, to answer queries, provide and obtain information, arrange meetings, etc.

External:

- Work with applicants to answer requests for information and process applications.
- Work with grantees, to provide information and follow-up on projects funded.
- Work with external HIF stakeholders (donors, media, suppliers) to answer requests for information and to follow up activities.

Person Profile - Essential

Qualifications and experience:

- Experience of project management, including the ability to monitor narrative and financial expenditure reports.
- Experience of grants management systems.
- Experience of using content management systems.

Skills and abilities:

- Resourceful, proactive, flexible and with the ability to work in a constantly changing environment.
- Good interpersonal and communication skills, including the ability to communicate with a range of external stakeholders, at all levels of seniority, both verbally and in writing.
- High degree of computer literacy, including knowledge and experience in the use word-processing, spreadsheets, email software.
- Strong organisational skills including the ability to plan, prioritise and ensure implementation of work to required standards and tight deadlines, often under pressure.
- Excellent skills in written and spoken English and the capacity to communicate complex and sensitive issues to a wide audience.

Knowledge and understanding:

- Administrative and general office experience including knowledge and experience of developing and maintaining administrative systems, databases etc.
- Demonstrated interest in humanitarian affairs, global health and research.

Other:

- Capacity to work independently and as part of a team.

Desirable:

- Knowledge and experience in the use web-based database systems, webinar and web conferencing systems.
- Understanding, either through work or research, of the operational and/or research challenges of the humanitarian sector.
- Understanding of the innovation process.
- Experience of using social media and digital platforms within professional contexts.

Child Protection level

Level 1 - the responsibilities of the post do not require you to have contact with children or young people.