

JOB PROFILE

Job Title: Chief Executive Officer – Maternity Cover

Location: London/Cardiff

Reports to: Chair of the Board

Grade: 1

Budget Responsibility: Oversight of all Elrha activities, £20m per year.

Line management responsibility: Senior Leadership Team

Child Safeguarding Level: Level 1

This post has been classified to be a Level 1 position. A Disclosure and Barring Service (DBS) basic check or equivalent overseas police check will be obtained for employees at this level prior to their Start Date. As the post is not covered by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974, any spent criminal convictions will not be considered when considering suitability for the role.

ABOUT US

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 believe research and innovation should be central to global efforts to improve humanitarian response. We know that sectors that consistently invest in research and development are proven to be more productive and adaptive than those that don't.

Over the last decade, we have supported over 200 research studies and innovation projects to successfully and responsibly carry out research and innovation in the sector. Our ambitious [five-year strategy](#) positions us to continue to lead the way by tackling bigger, more complex challenges and by working together with others to grow and develop the wider humanitarian research and innovation ecosystem.

Our Programmes

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

R2HC:

The R2HC programme aims to improve health outcomes for people affected by humanitarian crises by strengthening the evidence base for public health interventions.

This globally recognised research programme focuses on maximising the potential for public health research to bring about positive change in humanitarian response and helps inform decision making in humanitarian response.

Since it was established in 2013, it has funded more than 60 research studies across a range of public health fields, bringing together researchers and humanitarian practitioners to

The logo for Elrha, featuring the word "elrha" in a bold, lowercase, blue sans-serif font.

Partnership • Research • Innovation.

undertake vital research.

The HIF:

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

The HIF is a globally-recognised programme leading on the development and testing of innovation in the humanitarian system. 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 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 UK.

The organisation operates out of two principle UK office sites based in Save the Children premises in London and Cardiff, with some home-based staff.

Elrha has recently secured new funding that means that over the period 2020-2021 the organisation will see significant growth in its staffing size and programming reach. It is also preparing for a transition in future years to full independence.

JOB PURPOSE

The CEO is accountable for leading the organisation to deliver against our mission with ambition, integrity and impact. The Maternity cover for the CEO will work closely with the Board of Trustees and Senior Leadership Team to steward the organisation through a period of significant growth whilst ensuring we continue to meet our strategic goals and be fully responsible for enabling the organisation to deliver our ambitious workplan..

KEY ACCOUNTABILITIES

Strategy

- The CEO provides the central leadership for the organisation and is responsible for ensuring that the organisation has clear goals and direction, knows where it is trying to go with robust objectives and targets.
- The post will be accountable for the ongoing development and execution of Elrha's overarching strategy and overseeing its effective implementation across the organisation.

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- The CEO will lead on Elrha's strategic positioning and develop and maintain strong external communications and relations at a global level to attain sector wide engagement and collaboration with the organisation's mission.

Delivery and Performance

- The CEO will work with the Board of Trustees and the Senior Leadership Team to ensure synergy between the strategy, business model and ongoing programme development. Including ensuring we have robust organisational structures in place to support delivery, growth and business transformation.
- The role is also accountable for organisational performance against our Annual Objectives and Impact indicators.
- Lead the Senior Leadership Team to create and support a highly-motivated team able to confidently and meaningfully contribute to the ongoing growth and direction of the organisation.

Governance and Operations

- The CEO will work with and stimulate a high-profile group of trustees to maximise the potential of Elrha.
- Ensure Elrha is operating legally and ethically with written policies and codified governance guidelines for the boards, to include legal compliance with national laws where Elrha programmes operate.
- Ensure risk assessment is regularly conducted and that risk is monitored and opportunities for risk mitigation are pursued.
- Ensure that the support and operations systems in place are effective and efficient in meeting Elrha's needs.

Organisational Growth and Business Development

- Work with the SLT to ensure robust plans are developed and executed to support the organisation through a period of significant growth and change, ensuring a clear internal communication strategy is in place and paying particular attention to the wellbeing and support of all staff through the process.
- Lead the overall operation to drive fundraising to meet income targets including a clear target to increase unrestricted funding during the period 2020-21.
- Accountable (along with the Board) for ensuring an appropriate business model and transition plan is in place to support Elrha's long-term move to independence.

Other Duties:

- Represent the organisation as required in public fora and relevant media
- Actively participate in key events and meetings organised by Elrha staff and/or partners and stakeholders.
- Regular travel between London and Cardiff is expected, wider travel may be required but will not constitute significant time for this role

Working contacts:

Internal

- Our Board of Trustees, Senior Leadership (SLT) and Senior Management (SMT) Teams and the wider Elrha staff.

External:

- Our donors, Save the Children UK, our strategic Partners, grantees and wider stakeholder community

PERSON SPECIFICATION

ESSENTIAL

Qualifications and experience:

- Proven Experience at CEO level within medium to large organisations in the not for profit (ideally humanitarian) sector. We would be particularly interested in candidates who have held similar interim leadership roles.
- Expertise in steering organisations through periods of growth, with proven skills in change management.
- Excellent leadership and people management skills with in-depth experience of managing teams responsible for delivering results at fast-pace.
- In depth understanding of management systems and controls appropriate to medium sized organisations
- Substantial experience of governance systems and proven ability to work closely with and enable a high performing Board of Trustees.
- Substantial experience of managing and reporting against organisation wide budgets
- Substantial experience of working with donors and funding partners
- Experience of managing safeguarding and incident management processes

Skills and abilities:

- Outstanding ability to plan and organise work to meet individual, and organisational objectives.
- First class communications skills and ability to lead teams through change and be able to engage and influence a range of audiences and stakeholders
- A proven ability to build and maintain positive relationships and demonstrate that you value the opinion of others.
- Ability to develop and execute an effective business model appropriate to a growing not for profit organisation.

- Proven analytical and problem-solving skills including effective use and interpretation of data and evidence.
- Excellent influencing skills that demonstrate an ability to create acceptance and support for ideas.
- Willingness and ability to travel.
- Commitment to Elrha's mission and values

Knowledge and understanding:

- Knowledge of change management approaches and communication strategies
- Understanding of organisational planning, management and control systems.
- Understanding of the Humanitarian system and key architecture and policy drivers.

Other:

- Commitment to Elrha's mission and values

Desirable:

- Understanding of the international research community, and knowledge of core research approaches and standards
- Knowledge of core innovation approaches, particularly in relation to innovation for social impact and ideally the humanitarian innovation community.
- Understanding of management approaches to grant- funding programmes.
- Experience of working with development/humanitarian agencies, or in relevant contexts

Child Protection level

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

We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure.