JOB PROFILE

Job Title: Innovation Manager
Location: Cardiff or London
Reports to: Senior Innovation Manager
Budget Responsibility: Yes, for their area of focus
Line management responsibility: None
Child Safeguarding Level: 1

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 have supported more than 200 world-class research studies and innovation projects, championing new ideas and different approaches to evidence what works in humanitarian response.

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 50 research studies across a range of public health fields, bringing together researchers and humanitarian practitioners to 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.

Elrha is working in partnership with Start Network and ADRRN to deliver a programme on Locally Led Humanitarian Innovation. The goal of this programme is to improve the relevance and effectiveness of humanitarian preparedness, response and resilience interventions through innovation driven by the people affected by humanitarian crisis. The programme will provide technical support to local innovators in at least three countries and will include a grant-making provision for innovations at different points in their journey to scale. The programme will also support uptake of the innovations within the humanitarian sector through demand side focussed interventions. The programme will be delivered by Elrha, Start Network and our innovation partners working together.

JOB PURPOSE

Supported by the Senior Innovation Manager (Senior IM), the Innovation Manager contributes to the strategic development and leads on the operational delivery for the HIF of a new and exciting DFID-funded collaboration on locally led humanitarian innovation. This work is to be delivered as part of a wider ‘blended team’ and in partnership with Start Network, ADRRN and lead agencies in 3-4 country contexts. It is a varied role which includes coaching/mentoring/facilitation on innovation management and working with partners to put affected communities at the centre of problem definition and solution design. It also includes helping partners to provide innovator/grantee support and the management of innovation portfolios to achieve their maximum impact. This role necessitates working collaboratively with a range of local, national, sector and global actors and technical experts and includes targeted advocacy on locally led humanitarian innovation as well as developing and sharing technical expertise on innovation management. This role is responsible for detailed management of the budget and for content for reporting effectively to the programme donor(s) and other stakeholders on this area of focus on Locally Led Humanitarian Innovation.

KEY ACCOUNTABILITIES
- Support the Senior IM on strategic development and lead on the day-to-day delivery of this area of focus on Locally Led Humanitarian Innovation at quality, working as part of the wider blended team.

- Design and deliver the work programme in collaboration and based closely on the DFID signed-off proposal, work plan and results framework, as well as situated within the wider HIF and Elrha strategic context. Liaise and plan closely with technical leads on Scale, Partnerships, MEAL and Innovation Management to inform delivery.

- Support Country Leads and teams through facilitation, mentoring and coaching to support innovators to identify local priorities and problems and to develop solutions, putting affected communities at the centre of this process.

- Support Country Leads and teams if/where relevant to design, develop and manage the delivery of innovation challenges/calls and to provide innovation management support to a cohort of grantees, as well as on portfolio management and grant funding support.

- Work with a diverse group of stakeholders at local and national level in the country contexts to further support and foster a contextually appropriate culture of innovation thinking

- Supported by the Senior IM and Head of Finance, manage the day-to-day budget for this area of focus on Locally Led Humanitarian Innovation

- Work with the Effective Partnerships Manager to help foster and support effective partnerships at multiple levels

- Lead on content for reporting to programme-specific donors on this area of focus, feeding relevant content to the Senior IM

- Support the development of written outputs, tools, guidance and other resources relevant and appropriate to country contexts and locally led humanitarian innovation

- Actively input into the HIF and Elrha’s strategic development to ensure we are at the forefront of innovation practice in the humanitarian system.

- Passionately and articulately advocate for the need for innovation in the humanitarian system and in particular for locally led humanitarian innovation

- Support the MEAL technical lead to ensure successful capturing, analysing and sharing learning on programme activity, good practice and impact of the funded work

- Draw on this work to feed into and expand the HIF’s expertise on meaningful engagement with populations affected by crises and other related priority areas.

- Contribute to clear and compelling communication externally on the work of the HIF and Elrha and of this collaboration in particular

- Foster cross-programme collaboration within Elrha where possible

- Contribute to planning and content of HIF events, conferences and other outreach activities

- Other relevant duties as required by the line manager

**Working contacts:**
Internal:

- HIF Team and wider Elrha Team.

External:

- Start Network, ADRRN, Country Leads (TBC), HIF Advisory Group, HIF Funding Committee, Innovation Consultants/facilitators, donors, general public, other innovation actors

PERSON SPECIFICATION

ESSENTIAL

Qualifications and experience:

- Relevant academic qualification (for example could include but not limited to: business, management, policy, international relations, or economics, design, child protection, human rights) or commensurate track record of relevant experience
- Extensive experience (3+ years) of the design and delivery of structured innovation processes, bringing ideas from conception to completion
- Experience in organising and facilitating workshops to bring new ideas to fruition

Skills and abilities:

- Demonstrated ability to build and maintain strong working relationships with a diverse stakeholder audience
- Excellent process facilitation skills, particularly when working with diverse unstructured teams, and unfamiliar content
- Ability to write to a very high standard e.g. briefs, blogs, reports
- Experience of working to deliver effective innovation management within strict governance and fiduciary arrangements, and complex bureaucracies
- Ability to promote and support responsible organisational risk taking
- Confidence in organisational representation at public events and meetings; ability to present with impact at conferences, external meetings and events.
- Experience of working with humanitarian, academia and/or private sector partners
- Exceptional planning and organisational skills
- Understanding, ability to manage programme/activity budget and of effective resourcing
- High level of independence, self-starter
- Ability to ask tough and insightful questions across a range of technical domains

Knowledge and understanding:
• Advanced understanding of the theory and practice of innovation management, ideally in non-profit and/or public sector contexts
• Understanding of innovation management processes and the role of research and development in operational programmes

Other:
• Enthusiasm and personal conviction of the need for innovation in humanitarian practice
• Must be willing to travel internationally including to countries currently receiving humanitarian assistance
• Experience of working on sensitive and/or complex issues, for example vulnerable or marginalised groups, protection, disability

DESIRABLE

• Experience working with grant making processes and systems
• Experience of working with development/humanitarian agencies, or in relevant contexts
• Coaching and mentoring skills
• Languages
• Ability to manage budgets

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.