JOE PROFILE

Job Title: Director of Policy Engagement and Communications
Location: London or Cardiff with some international travel
Reports to: Chief Executive Officer
Budget Responsibility: Up to £1m per annum
Line management responsibility: Head of Communications, GPE Project Officer
Child Safeguarding responsibility: 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 Strategy
Our 2019-23 strategy sets out an ambitious direction for Elrha. It is outcome focused; it positions us as a key influencer, effectively coordinating our programmes, guidance and experience on research, innovation and partnerships to understand and address some of the most complex humanitarian problems.

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.

JOB PURPOSE

The post is responsible for leading a high impact programme of policy engagement aligned to Elrha’s strategic goals, building on Elrha’s reputation as a leading voice in the ongoing development of global policy around humanitarian research and innovation. The post will work closely with the CEO and Director of Programmes to develop strong policy positions and campaigns using evidence and research from our programmes to drive global action on the creation of an effective, responsible and sustainable system for humanitarian research and innovation.

The role will oversee the work of Elrha’s Communications team to develop and deliver a communications strategy to support our policy goals, and will be directly responsible for curating Elrha’s publications and events, ensuring the delivery of at least two high impact publications and one high impact event per year.

The role will also lead Elrha’s flagship policy projects including the Global Prioritisation Exercise for Humanitarian Research and innovation

KEY ACCOUNTABILITIES

Policy engagement

- Lead on the development and execution of a high-level policy engagement strategy for Elrha in support of our strategic goals
- Work with our CEO and Director of Programmes to further build relationships with key stakeholders to ensure our policy approaches engage with, and achieve impact, at the right level(s).
• Coordinate, commission and fundraise for a rolling programme of research and evidence building to support our policy positions and campaigns

• Support our Director of Programmes to drive the uptake and impact of Elrha’s programme outputs into policy and practice

• Monitor and actively review policy uptake and influence

**Flagship policy initiatives**

• Working with the CEO, lead on the project management of Elrha’s flagship policy initiatives to deliver significant global impact against our ambitions. This work will include line managing project staff, commissioning research, coordinating advisory groups and peer review, strategically planning communications outreach, and leading on public events. For the period 2020-2022, Elrha’s flagship policy initiative is the *Global Prioritisation Exercise for Humanitarian Research and Innovation (GPE)*

**Communications**

• Line manage the Heads of Communication and oversee the development and delivery of a robust communications strategy that will enhance the impact of Elrha’s work and support the delivery of our strategy.

• Work with the CEO, Director of Programmes and Heads of Communications to increase our profile, the reach and recognition of our impact and key policy objectives.

• Work with the CEO and Heads of Communications to develop and oversee a strong internal communications strategy which involves, connects, and unites the whole organisation

• Oversee the reporting and analysis of communications performance against our strategic objectives

**Publications**

• Co-ordinate and curate Elrha’s range of publications, commissioning new research and publications both internally and externally in support of Elrha-wide learning and policy objectives.

• Ensure at least two high quality publications per year, leading on the planning, commissioning, and quality assurance of our outputs.

• Work in partnership with the Director of Programmes and Global Impact Manager to produce Elrha’s first Impact Report, ensuring robust methodology and strong communication of results is achieved

• Oversee organisational work planning to ensure regular and balanced online material, including blogs, videos, and journal articles

**Events**

• Lead on the planning and management of Elrha’s flagship events, working in close coordination with the Director of Programmes; ensuring consistency of approach, quality, and reflective review of event performance metrics.
• Coordinate with the Director of Programmes to ensure Elrha’s presence and representation at key external events
• Line manage events management staff

Other Duties:
• Work as an active member of Elrha’s Senior Leadership Team, to ensure the effective management and development of the organisation
• Represent Elrha at key public and stakeholder events
• Support the delivery of Elrha’s fundraising strategy, including presenting our work to potential new donors.
• Mentor and support Elrha team members with an interest in developing experience and skills in policy engagement

Working contacts:
Internal: CEO, Director of Programmes, Director of Finance and Operations, wider Elrha Team, Elrha Board of Trustees
External: Elrha donors, wide range of Key Stakeholder organisations globally (including UN/INGO/R&I funders etc.)

PERSON SPECIFICATION

ESSENTIAL

Qualifications and experience:
• Substantial experience in a similar senior Leadership role with responsibility for driving influential policy campaigns and demonstrated evidence of uptake and impact
• Excellent leadership and people management skills with in-depth experience of managing teams responsible for delivering high impact policy and communications campaigns
• Proven ability to develop high-level communications strategies and to support a high performing communications team to deliver results
• Ability to plan, commission and manage strategic projects and research programmes, and the production of influential publications
• Proven experience of working with research and innovation programmes, in the field of humanitarian and international development
• In-depth experience of high-value relationship management and proven ability to develop and sustain strategic relationships

Skills and abilities:
• Outstanding ability to plan and organise work to meet individual, team, and departmental objectives
• Proven ability to build strong collaborative networks and engage others, both externally and internally
• First class communications skills and ability to influence a range of audiences and stakeholders
• Proven analytical and problem-solving skills including effective use and interpretation of evidence
• A proven ability to build and maintain positive relationships and demonstrate that you value the opinion of others
• Excellent influencing skills that demonstrate an ability to create acceptance and support for ideas
• Willingness and ability to travel overseas, sometimes at short notice
• Commitment to Elrha’s Mission, Vision, and Guiding Principles

Knowledge and understanding:
• Understanding of the Humanitarian system and key architecture and policy drivers.
• 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.

DESIRABLE:
• Experience of working with development/humanitarian agencies, or in relevant contexts
• Languages preferably French, Spanish, Arabic

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.