

JOB PROFILE

Job Title:	Deputy Director UK Humanitarian Innovation Hub
Location:	London
Reports to:	Hub Director
Contract:	Fixed-term contract until March 2023 (extension subject to funding)
Budget Responsibility:	Yes
Line management responsibility:	Yes
Child Safeguarding Level:	Level 1

DEPUTY DIRECTOR, UK HUMANITARIAN INNOVATION HUB

The Deputy Director will oversee the Hub workplans and have day-to-day responsibility for the Hub's programmatic activities, including planning, research, grants and external relations, working as part of the wider blended team. The role is responsible for the strategic alignment and co-management of Hub advisors, operations and communications personnel and will directly manage the Technology, Digital and Data Advisor and the Communications Officer. The Deputy Director will contribute to a culture of collaboration and learning with an emphasis on outstanding performance in quality and impact of Hub programmes, products and services.

THE HUB PURPOSE AND ORGANISATIONAL OVERVIEW

Global humanitarian needs are at an all-time high and expected to continue to rise during the next decade – driven by more complex and longer conflicts, and by fragility and climate change. In response, the humanitarian system needs to make the best use of expertise and available funding - to be more efficient, effective, and accountable - so that appropriate protection and assistance is provided to those that need it, when they need it. Meeting these challenges requires new ways of working: innovation is essential.

In 2018 the Secretary of State for International Development announced the creation of the UK Humanitarian Innovation Hub, recognising that as a global leader in science, technology and innovation, the UK has remarkable capabilities that could be of significant value to addressing humanitarian needs and challenges.

The Hub will support learning across UK funded actors working on humanitarian innovation and develop research that can help UK stakeholders take a more co-ordinated and evidence-informed approach to humanitarian innovation. The Hub will contribute to, and benefit from, establishing links with international co-ordination mechanisms for humanitarian innovation. As well as sharing knowledge and expertise, up to £5 million is available for research investments, convening and wider activities.

The Hub is hosted by Elrha and is fully funded by the UK's Foreign, Commonwealth and Development Office (FCDO). The Hub is an entity with distinct governance and management that, though subject to oversight from Elrha Board of Trustees, will determine its priorities, work plans and activities. The Hub will follow all of Elrha's operating policies and procedures, with day to day responsibility lying with the Director who will organise and manage the Hub staff and administration. The Hub will have its own Expert Advisory Group made of up representatives of its stakeholders who will provide strategic guidance, technical advice, and

support in its networking functions – experts in science, technology, and innovation, from government, universities, the private sector, and NGOs.

OPERATIONAL CONTEXT

Elrha operates out of two principal office sites based in Save the Children UK premises in London and Cardiff. The UK Humanitarian Innovation Hub is hosted by Elrha and will operate from London.

ABOUT THE ROLE

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KEY ACCOUNTABILITIES

PROGRAMME MANAGEMENT

- Work with the Director and Steering Committee to successfully implement the Strategic Plan through the development and execution of a clear, relevant and effective annual Programme Plan.
- Set up and maintain a dynamic and impactful network of UK humanitarian innovators, involving government, public sector, private sector, universities, NGOs and other UK leaders in science, technology, and innovation.
- Ensure strategic alignment of programmatic plans and activities with the work of Elrha and FCDO.
- Manage the programmatic budget according to Elrha procedures and procurement processes.
- Contribute towards high quality updates and reports for the Hub's stakeholders and contribute towards donor reporting as required.

RESEARCH & GRANTS

- Develop and manage the Hub's overarching research plan, building a rigorous evidence base of the needs and opportunities for humanitarian innovation in the UK
- Maintain a knowledge base of innovation assets and capability in the UK, informing key policy areas of interest, further research outputs and identifying opportunities for collaboration.
- Co-ordinate the assessment of reactive and pro-active research proposals, following the funding policies and processes in place.

- Work closely with the Operations Manager to support a portfolio of grantees.

DRIVING INNOVATION

- Facilitate UK collaborations and partnerships for humanitarian innovation, working across government, public sector, private sector, universities and NGOs.
- Identify evidence and learning of what works from UK investments and from across UK humanitarian innovators, publishing guidance and tools for stakeholders.
- Support FCDO to deliver a coherent cross-government approach to humanitarian innovation through research outputs/policy briefs.
- Deliver activities to motivate and mobilise the Hub's network to develop and enhance consistent approaches to evaluation and measuring impact, scale and cost-effectiveness of innovation activities.

NETWORK DEVELOPMENT

- Establish the structure, functions and workings of the Hub stakeholder network and its contribution and impact on stakeholder activities.
- Develop and implement ideas and approaches strengthen the functioning of Hub network as a platform for collective action and change in the humanitarian sector.
- Engage with stakeholders to enhance relationships both between stakeholders and between stakeholders and the Hub team.
- Lead on the formation and oversight of sub-groups, communities of practice and other working groups within the Hub network.
- Design and implement dialogue and co-creation activities between network stakeholders.
- Lead on the development and maintenance of Hub stakeholder guidance including key protocols, roles and responsibilities.

EXTERNAL RELATIONS

- Work closely with the Director on the public affairs strategy, developing the Hub as a centre of excellence for humanitarian innovation.
- Oversee the communications and marketing function, including overarching responsibility for the Hub's website and other digital outputs.
- Act as a spokesperson and represent the Hub at conferences and events, in the UK and internationally.
- Network with UK leaders in science, technology and innovation, promoting the Hub and scoping opportunities for collaboration.

TEAM MANAGEMENT

- Lead and manage the Technology, Digital and Data Advisor and the Communications Officer, contributing towards a strong blended Hub team.
- Undertake management and mentoring activities to contribute to a culture of collaboration and learning, with an emphasis on outstanding performance and impact across all Hub programmes, products and services.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for a high degree of flexibility is required as the Hub grows and develops. The job holder is expected to carry out any other duties that may be required to assist the wider team if within the employee's skills and abilities, whenever reasonably instructed.

PERSON SPECIFICATION

You will have extensive experience in programmatic planning, management and engagement, with the skills to drive collaboration and partnerships between multiple stakeholders across government, public sector, private sector, universities and NGOs. You will have a strong background in humanitarian work and innovation, preferably new and improved processes and technologies that make humanitarian action more efficient and effective.

You will have good connections with key humanitarian actors and be able to maintain close and collaborative working relationships. You must bring expertise in partner outreach, network building and coordination, with the ability to convince others to adopt new ways of working, employing a range of communication approaches and mechanisms.

ESSENTIAL

Qualifications and experience:

- Substantial experience in humanitarian innovation and knowledge of and good relationships across the humanitarian innovation community.
- Experience in establishing, facilitating and managing cross-organisational networks, collaborations and partnerships, particularly involving humanitarian innovation.
- Substantial experience in delivering high-impact programmes and reporting against budgets.
- Substantial experience of working with different sectors and partners: public and private sector, civil society, academia, multilateral agencies and donors.
- Experience in how to generate and use learning and evidence to inform strategic and operational decisions
- Experience in delivering a multi-sectoral grants programme.
- Experience in working with FCDO (DfID) and other Government Departments.
- Proven leadership and people management skills.

Skills and abilities:

- Strong ability to plan and organise work to meet individual and organisational objectives.
- Strong communication skills and ability to engage and influence a range of audiences.
- A proven ability to build and maintain positive relationships to achieve changes in knowledge, policy and practice

- Proven analytical and problem-solving skills including effective use and interpretation of data and evidence.
- Willingness and ability to travel.

Knowledge and understanding:

- Understanding of organisational planning, management and control systems.
- High-level knowledge and understanding of the international humanitarian system.
- Excellent understanding of innovation and technology and their use within the humanitarian system.
- Understanding of cross-organisational networks and alliances

DESIRABLE

- Understanding of the international humanitarian or development research community, and knowledge of core research approaches and standards.
- Experience of setting up, establishing new programmes or strengthening existing ones

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.