

JOB PROFILE

Job Title:	Humanitarian Innovation Manager (Inclusion Specialism)
Location:	London or Cardiff or remote (within the UK)
Reports to:	Senior Innovation Manager
Budget Responsibility:	None
Line management responsibility:	None
Child Safeguarding Level:	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), which aims to improve health outcomes for people affected by humanitarian crises by strengthening the evidence base for public health interventions; and the [Humanitarian Innovation Fund](#) (HIF), which improves outcomes for people affected by humanitarian crises by identifying, nurturing and sharing more effective, innovative and scalable solutions.

This role sits within the HIF team. 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.

JOB PURPOSE

The purpose of the role is to manage the design and delivery of innovation processes from identifying the most pressing humanitarian problems, analysing opportunities for innovation, working with sector experts to investigate solutions and designing funding calls (innovation challenges) to address them.

Each Innovation Manager leads on the strategic development and operational delivery of one of the HIF's focus areas. This role provides expertise on the inclusion of people with disability and older people. Internally this area is referred to as 'Disability and Older Age Inclusion (DOAI).

The role is responsible for managing the focus area's funding stream(s) and budget, and for reporting effectively to the programme donor(s) and other stakeholders. It includes targeted advocacy, developing and sharing technical expertise on managing humanitarian innovation both internally as well as externally through thought leadership and external representation of Elrha.

KEY ACCOUNTABILITIES

Innovation programme / focus area management

- Lead on the strategic development, operational management and day-to-day delivery of the HIF's thematic, directed innovation focus area on DOAI, within the wider HIF and Elrha strategic context.
- Work with a diverse, collegiate group of stakeholders at grantee and sector levels to ensure that innovation excellence and inclusion permeates project design and delivery.
- Manage, develop and have clear oversight of the associated portfolio of HIF Inclusion innovations.
- Design, develop and manage delivery of research, evidence summaries and funding calls (innovation challenges) within the dedicated focus area.
- Supported by the Finance team, manage the budget for the focus area and grantee portfolio.
- Work to support effective and equitable partnerships at grantee and strategic levels. Be the lead contact for, plan and ensure effective communication with any technical experts and the DOAI Technical Working Group (TWG).
- Lead on liaison with and reporting to programme-specific donors, supported by the Senior Innovation Manager and the Head of HIF.

Support to grantees

- Provide innovation management support to a diverse portfolio of projects within the focus area, at different stages in their development and with a continued focus on impact and scale.

- Work with the HIF Programme Officer and Finance and Grants team to ensure effective grant management support for the focus area.

Thought leadership and cross-programme activity

- Develop written outputs, tools, guidance and other resources to support the development of innovation thinking and building skills in the humanitarian sector.
- Build broad, boundary-spanning networks and strategic partnerships to link ideas and people that might not otherwise interact, working across the inclusion, humanitarian, private sector, and academic communities.
- 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.
- Work across the HIF team to ensure we are successfully capturing, analysing and sharing learning on innovation processes, good practice and the impact from our funded projects as well as our work as a whole.
- Develop ways to expand the HIF's expertise on emerging initiatives including ethics in humanitarian innovation and participation of people affected by crisis.
- Clear, compelling and accessible communication externally on the work of the HIF and Elrha so we maintain our brand position and recognition as a leading actor in the sector.
- Foster cross-programme collaboration within Elrha where possible.
- Contribute to report writing, donor reporting, fundraising proposal development and strategic documents, reporting against Monitoring Evaluation And Learning (MEAL) framework.
- 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 and Elrha team.

External

- HIF team, HIF Advisory Group, HIF Funding Committee, HIF Grant funded projects, HIF Technical Working Groups, Inter-Agency Standing Committee (IASC), Organisations of Persons with Disabilities (OPDs), (Older Person's

Associations (OPAs), Innovation Consultants/facilitators, donors, HIF potential applicants, general public, other innovation actors (e.g., Response Innovation Lab (RIL), START Network).

Other

- Consultants, partner agencies, media, networks.

PERSON SPECIFICATION

ESSENTIAL

Qualifications and experience

- Extensive experience of the design and delivery of structured innovation processes, bringing ideas from conception to completion.
- Experience in organising and facilitating interactive and accessible workshops to bring new ideas to fruition.
- Experience of working on sensitive and complex issues, for example vulnerable or marginalised groups or protection, in an ethical and thoughtful way, ideally in the field of inclusion of people with disabilities and/or older people.
- 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.
- Experience of working with humanitarian, academia and/or private sector partners.

Skills and abilities

- 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) and produce and/or commission accessible materials (EPUBs, plain text).
- 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.
- Exceptional project management, 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.

Other

- Enthusiasm and personal conviction of the need for innovation and inclusion in humanitarian practice.
- Must be willing to travel internationally including to countries currently receiving humanitarian assistance.

DESIRABLE

- Experience of delivering effective innovation management within strict governance and fiduciary arrangements, and complex bureaucracies.
- Experience working with grant making processes and systems.
- Experience of working with specialist inclusion development/humanitarian organisations.
- Coaching and mentoring skills.
- Languages.

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.