

JOB PROFILE

Job Title:	Senior Innovation Manager (Thematic Innovation Initiatives)
Reports to:	Head of the Humanitarian Innovation Fund
Budget Responsibility:	Yes
Line management responsibility:	Managing a team of Innovation Managers
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), 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

Our Senior Innovation Manager (SIM) role leads the design and delivery of focused humanitarian innovation initiatives through managing part of a thematic innovation grant portfolio, effectively line managing of a team of Innovation Managers, and supporting the Head of HIF with strategic team management duties.

The Innovation Managers each design and deliver innovation processes across key focus areas by analysing opportunities for innovation, working with sector experts and, where appropriate, designing funding calls to address them. The areas this role currently has oversight of are Water, Sanitation and Hygiene (WASH), Gender-Based Violence (GBV) and Disability and Older Age Inclusion (DOAI). This role supervises the work plans, funding streams and budgets for these thematic innovation areas and as such provides coaching and motivational support for team members as well as technical expertise to ensure high quality deliverables across the team.

The role works closely with the SIM leading the Innovation Managers focussing on Building Skills and Capabilities, Scale and Locally led Innovation, with the Portfolio Manager to support the successful management of funding calls and grantee relationships, and with other key functions across the wider Elrha team.

KEY ACCOUNTABILITIES

Innovation management

- Effectively line manage a team of Innovation Managers (IMs) and ensure that the team feel recognised, supported and empowered to develop their skills and knowledge and deliver sector-leading innovation practice.
- Ensure that the team plans, ideas and activities are aligned with the organisational strategy and available budget, build on best practice and evidence, and are well-coordinated with other teams within Elrha.
- Deliver, and support the IM team to deliver, responsible, consistent, diligent, and flexible grant management across the thematic portfolios, working closely with the Programme Officers and Grants Operations and Finance team.
- Deliver, and support the IM team to deliver, high quality innovation management support (non-financial support for grantees, commissioned research, convening etc) across the thematic areas.
- Deliver, and support the IM team to deliver, professional and constructive management of key stakeholders (such as Technical Working Groups and donors) across the thematic area.
- Deliver, and support the IM team to deliver, the timely development of problem-led, evidence-based funding calls that have the buy-in of the relevant communities of practice and result in the selection of the strongest ideas
- Effectively manage, and support IMs to manage, budgets according to best practice and drawing on relevant, effective tools and approaches.

Thought Leadership and cross-programme activity

- Work across the HIF team to ensure coordination and collaboration between the different innovation focus areas, the wider work of the HIF programme, and to promote the team's active input into Elrha's strategic development.
- Support and deputise for the Head of HIF, including representing the HIF internally and externally as required, and leading key organisational or programme objectives and deliverables on behalf of the HIF team.
- Lead the IM team to develop written outputs, tools, guidance and other resources which expand the HIF's expertise on emerging areas for innovation management, and the design, development and in-house piloting of new tools, approaches and resources.
- Work closely with the Policy, Engagement and Communications team to ensure clear, compelling and coordinated communication externally on the work of the HIF and Elrha by the thematic IM team so we maintain our brand position and recognition as a leading actor in the sector.
- Work closely with the Business Development Lead to identify and cultivate potential funding opportunities generated through technical networks and relationships, and build relationships within the humanitarian innovation community, including experts and influential actors.
- Work closely with the MEAL Advisor to develop and implement MEAL systems and frameworks to capture and share learning on innovation processes, good practice and the impact of our work, and to create compelling evidence for change in the sector based on evidence from the thematic innovation initiatives.

EXTERNAL CONTACTS

- HIF grantees, HIF Technical Working Groups, HIF Advisory Group, HIF Funding Committee, Innovation Consultants/facilitators, donors, general public, other innovation actors

PERSON SPECIFICATION

ESSENTIAL

Qualifications and experience

- Extensive experience of the design and delivery of structured innovation processes, bringing ideas from conception to completion.
- Experience of managing projects, programmes or initiatives on sensitive and/or complex issues, for example protection and inclusion of vulnerable or marginalised groups.
- Experience of monitoring and reporting impact with the ability to demonstrate a clear knowledge of best standards of MEAL approaches (ideally for innovation).
- Experience of coaching, delegating, developing and providing oversight and guidance to colleagues/peers.
- Relevant academic qualification (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 managing budgets

Skills and abilities

- Demonstrated ability to design and deliver directed innovation funding processes and manage technical review and grant selection processes to a high standard.
- Demonstrated ability to build and maintain strong working relationships with a diverse stakeholder audience, manage challenging relationships, resolve conflicts, and to coach others in how to do this.
- Ability to think strategically and clearly articulate outcomes and accountabilities for staff and stakeholders.
- Excellent writing, communications, and facilitation skills, and experience building these skills in others.
- Confidence in organisational representation at public events and meetings, ability to present with impact at conferences, external meetings and events, and ability to coach others on these skills.
- Exceptional planning and organisational skills, and the ability to set and build high standards both for own workload and in coordination of others / members of a team, including cross-organisational coordination.
- Must be willing to travel internationally including to countries currently receiving humanitarian assistance.

DESIRABLE

- Experience of effectively managing a team of staff, including recruitment, performance management and development.
- Excellent knowledge and understanding of humanitarian systems and key stakeholders within humanitarian innovation.
- Technical knowledge of one of our current strategic areas: Gender Based Violence (GBV), Water, Sanitation and Hygiene (WASH).
- Experience working with grant making processes and systems
- Professional proficiency of languages other than English, preferably French, Spanish, Arabic, or Swahili.

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.