

JOB DESCRIPTION

ROLE DETAILS

Job Title:	Chief Executive Officer
Reports to:	Board of Trustees
Direct line management responsibility:	3 x Directors Business Development Manager
Budget responsibility:	Total organisational budget
Salary band:	L1 (Leadership)

Our roles are evaluated against our salary and progression structure for consistency and fairness, and salary bands are benchmarked externally.

Location: London, Cardiff, Edinburgh, Manchester or remote within the UK.

We operate a remote first working environment whereby staff can choose to work from home or their office of reference. Staff meet regularly in person at our office hubs to support collaboration and connection with team members.

There is an expectation that the role will involve travel to key humanitarian events to represent Elrha in global fora for at least 4 weeks a year on average.

Hours: Full time (35 hours per week)

We aim to support flexible working as much as possible and requests for non-standard or reduced hours will be considered.

ABOUT US

We are Elrha. A global organisation 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.

Under our [Strategy](#) we aim to work within the humanitarian community to build a global research and innovation system that is relevant, responsive to need, and able to effect transformative solutions. Our strategy sets out our [values](#) which are demonstrated across our work and how we hold ourselves accountable.

- Putting people at the centre
- Working with others
- Acting responsibly
- Committed to learning
- Inspiring change

Our combined focus on research and innovation defines us. It is central to our belief that the humanitarian system urgently requires robust evidence-based solutions. We carry out our work through two programmes: our [research focused R2HC programme](#) and our [innovation-focused HIF](#). Additionally, the [UK Humanitarian Innovation Hub](#) is hosted by Elrha.

The logo for Elrha, featuring the word "elrha" in a bold, lowercase, sans-serif font. The letters are dark blue. The logo is positioned in the bottom right corner of the page, above a horizontal line of dots.

JOB PURPOSE

Our CEO leads Elrha with vision, integrity, and ambition to deliver our strategy and represent Elrha on the global stage. The role enables Elrha to respond to opportunities and high demands with agility and excellence, nurtures our high-performance, authentic and collaborative culture aligned with our values, and ensures our continued financial health and sustainability.

The CEO holds full operational accountability and ensures our impact aligns with our mission and values. The role is responsible for increasing and diversifying our funding, securing long-term funding from a wider pool of donors, and amplifying our voice and impact within the humanitarian system, firmly establishing our commitments to anti-racism, shifting power and climate responsibility throughout our work.

KEY ACCOUNTABILITIES

Strategic Leadership

- Work with the Board of Trustees to set and steer the delivery of Elrha’s long term strategy and oversee its effective delivery by providing inspirational leadership and effective management.
- Ensure our ways of working allow us to realise our values and deliver on our commitments, courageously challenging existing practices where necessary to drive meaningful progress and innovation.
- Lead organisational development and change, which ensures Elrha can deliver against our strategic aims, responding to high demands with agility and maintain clarity of decision making.
- Lead internal cultural and engagement strategies, which aim to enhance staff well-being, energy, motivation and performance, and ensuring the inclusion of staff voices in decision making.

External Engagement and Business Development

- Position Elrha as a reputable global actor in the humanitarian sector, developing and maintaining strong external relations and connections at a global level, and fostering sector-wide engagement and collaboration.
- Lead and champion activities to drive fundraising, meet income targets and diversify funding sources, and develop pipelines for additional funding partners.
- Build and maintain positive relationships with funders and stakeholders to demonstrate our impact and ensure continued confidence in the integrity and importance of our work.

Delivery and Performance

- Lead and motivate the Leadership Group as a high performing team to collectively and individually steer and deliver Elrha’s ongoing performance and direction.
- Oversee the annual planning process aligned with our strategic aims, ensuring delivery against our annual objectives and Key Performance Indicators.
- Together with the Directors Group, monitor and manage financial performance and make informed decisions to ensure effective resource allocation and management.

Governance and Operations

- Ensure Elrha complies with applicable law and regulations and that we operate in an ethical manner aligning with our commitments, with robust governance and compliance frameworks.
- Ensure risk assessments are regularly conducted, leading escalated decision making for issue management and overseeing appropriate opportunities for risk mitigation.
- Ensure operational systems, processes, staffing and resources effectively meet Elrha's needs, leading escalated discussions with partners and providers when required to support system improvements.

Responsibilities of all Elrha employees

- Promote and adhere to our organisational values at all times, demonstrating behaviour which supports the achievement of our strategy.
- Work within Elrha's guidelines for flexible and remote working practices, including attending in person meetings in Cardiff and/or London as required.
- Undertake any other duties as assigned in support of Elrha's purpose and objectives.

PERSON SPECIFICATION

Essential

Qualifications and experience

- Proven track record of dynamic and inspiring executive leadership in humanitarian or international development organisations, demonstrating the ability to steer organisations through change and foster inclusive cultures.
- Deep practical understanding of the international humanitarian system, its architecture, policy drivers, mechanisms and behaviours for driving change through research and innovation.
- Experience in research and /or innovation, particularly to drive meaningful impact within humanitarian settings.
- Demonstrated success in building impactful partnerships and coalitions with development/humanitarian agencies or similar entities, emphasising collaborative and equitable relationships.
- Track record of successful business development and fundraising, including diversifying funding sources and securing long-term partnerships.
- Proven experience in shaping and influencing organisational culture, structures and systems to align with strategic goals and nurturing a positive work environment.
- Experience of financial management of complex budgets with multiple sources of funding, and implementing measures to manage costs without compromising quality.

Skills, abilities and attributes

- Exceptional leadership skills rooted in feminist principles and values, emphasising inclusivity, empathy, kindness, collaboration and a commitment to fostering equitable workplaces.
- Expertise in strategic thinking and problem-solving, with a focus on generating innovative solutions, using systems thinking, and making informed decisions.
- Visionary and inspirational thought leadership skills with the ability to be a bold, disruptive voice to drive strategic change and uphold our values.
- Skilled in all aspects of people management with the ability to nurture and empower talent, delegate effectively and build cohesive teams.
- Understanding of risk assessment and management principles, including in operational, organisational, governance, financial and reputational contexts.
- Outstanding communication and advocacy skills, capable of influencing at political levels and engaging diverse audiences with authenticity and impact.
- Strong organisational abilities to plan, prioritise and implement initiatives that align with organisational goals and values.
- Resourceful, resilient, proactive and flexible approach to leadership in dynamic environments.
- Empathy and cultural awareness, dedicated to promoting diversity, inclusion, and shifting power dynamics.

Desirable

- Good familiarity with Elrha and its role within the humanitarian ecosystem.
- Understanding and experience of core research methodologies, coupled with knowledge of innovation theory and practice, particularly in social impact and humanitarian innovation.
- Experience with philanthropic organisations and diverse funding partners,
- Understanding of management approaches to grant-funding programmes.

CHILD PROTECTION 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.