

JOB DESCRIPTION

ROLE DETAILS

Job Title:	Innovation Manager (Inclusion Focus)
Reports to:	Senior Innovation Manager
Line management responsibility:	London or Cardiff or remote (within the UK)
Budget responsibility:	No
Salary band:	Specialist (S) 2

Our salary bands are benchmarked externally. New staff usually join at the bottom of the salary band to allow for progression and consistency with existing staff.

Location:	London, Cardiff, Edinburgh, Manchester or remote within the UK.
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We operate a remote first working environment whereby staff are able to choose to work from home or their office of reference. Staff are expected to attend in person meetings on a monthly basis (at most) to support collaboration and connection with team members.

Hours:	Full time (35 hours per week)
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We aim to support flexible working as much as possible and requests for non-standard or part time 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

Details of our programmes and how we're improving outcomes for people affected by humanitarian crises through research and innovation is available on our [website](#).

TEAM

This role sits within the Humanitarian Innovation Fund (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. This includes 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.

Innovation Managers lead the strategic development and operational delivery of these innovation challenges across the HIF's focus areas: Water Sanitation and Hygiene (WASH), Gender-Based Violence (GBV), Disability and Older Age Inclusion (DOAI), and Scaling of Innovation. *This role is specifically responsible for leading the technical focus area of Disability and Older Age Inclusion (DOAI), both specifically within the HIF team and more generally across Elrha when called to do so.*

In addition, the role manages the funding stream for their technical focus area and provides effective and relevant reports to donors and other stakeholders for compliance and knowledge sharing. Our Innovation Managers work together to develop and share technical innovation knowledge both internally and externally through thought leadership and external representation of Elrha.

KEY ACCOUNTABILITIES

Innovation programme / focus area management

- Design, develop and manage delivery of research, evidence summaries and funding calls (innovation challenges) within the technical focus area.
- Procure and contract manage service providers to support with the development of relevant funding calls in support of the technical focus area.
- Manage, develop and have clear oversight of a portfolio of HIF-funded innovations relating to the established technical focus area.
- Facilitate interactive, inclusive and accessible workshops and events which aim to link ideas and people that might not otherwise interact, working across the inclusion, humanitarian, private sector, and academic communities.
- Work with the MEAL team to manage the data collection for monitoring, evaluation and learning purposes within the technical focus area and ensure this is aligned with HIF's frameworks.
- Monitor and manage the budget for the technical focus area supported by the Finance team and working with the Senior Innovation Manager.

- Ensure effective and proactive communication with relevant external technical experts and Technical Working Groups (TWGs) in support of continual improvement and best practice delivery.
- Provide relevant reports and information 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 grant holders within the technical focus area, at different stages in their development and with a continued focus on impact, scale and quality.
- Work with the HIF Programme Officers and Grant Operations and Finance team to ensure effective grant management support for the technical focus area.

Thought leadership and cross-programme activity

- Create clear, compelling, and accessible external communications on the work and impact of the HIF and Elrha so we maintain our position and recognition as a leading actor in the sector.
- Build broad networks and strategic partnerships, and develop tools, guidance and other resources to support the development of innovation thinking and skills in the humanitarian sector and to expand the HIF's expertise on emerging initiatives including ethics in humanitarian innovation and participation of people affected by crisis.
- 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.
- Contribute to report writing, donor reporting, fundraising proposal development and strategic documents, reporting against our relevant frameworks.

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 on occasion and as required.
- Undertake any other duties as assigned in support of Elrha's purpose and objectives.

PERSON SPECIFICATION

Qualifications and experience

- Experience in leading the design and delivery of work to drive innovation, including problem or opportunity identification and support for the development of solutions.
- Experience of project and/or grant management including procurement of service providers and management of consultancy contracts to support the HIF's work.
- Experience of working within the humanitarian and/or development sector and of developing and implementing new solutions.

- Technical knowledge and experience of working in the area of Disability and Older Age Inclusion (DOAI).

Skills and abilities

- Demonstrable enthusiasm and personal conviction of the need for innovation in humanitarian practice.
- Demonstrable ability to think strategically and creatively to solve problems.
- Proven ability to develop and maintain strong working relationships and networks with diverse stakeholders, specially within the field of inclusion.
- Excellent facilitation skills (both online and in person), particularly of interactive and accessible workshops, with the ability to bring new ideas to fruition.
- Ability to write to a very high standard (e.g., briefs, blogs, reports) and produce and/or manage commissioned reports (e.g., providers, Steering Committees).
- Confidence in organisational representation at public events and meetings with the ability to present with impact at conferences, external meetings and events.
- Resourceful, proactive, flexible and with the ability to work in a constantly changing environment.
- High degree of computer literacy, including knowledge and experience in the use of Microsoft packages, ideally including SharePoint and MS Project.
- Strong attention to detail and organisational skills including the ability to plan, prioritise and ensure implementation of work to required standards and tight deadlines, often under pressure.
- Must be willing to travel internationally including to countries currently receiving humanitarian assistance.

Desirable

- 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.
- Deep understanding of innovation management from both a conceptual and practical perspective.
- Experience working with grant making processes and systems.
- Coaching and mentoring skills.

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.