

JOB DESCRIPTION

ROLE DETAILS

Job Title:	Digital Innovation Adviser (Paternity Cover)
Reports to:	Head of Humanitarian Futures
Line management responsibility:	N/A
Budget responsibility:	N/A
Job Level:	E (Adviser)
Location:	London, Cardiff, Edinburgh, Manchester or remote within the UK.

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 to support collaboration and connection with team members.

Hours: Full time (35 hours per week)

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

TEAM

The Programmes team provides strategic leadership to Elrha's programme pillars, working closely with grantees, partners and donors to design, fund and scale solutions that address humanitarian challenges. The team is also closely engaged in the day-to-day delivery detail, managing relationships with grantees, providing technical insight, and ensuring funded initiatives are well-supported and guided towards success.

Internally, the team liaises with the Finance & Operations and Impact & Engagement directorates to ensure coherent grant management, MEAL, communications and business development.

Externally, the team represents Elrha with donors, research institutions, implementing agencies and sector networks, ensuring Elrha's work informs and influences humanitarian policy and practice.

JOB PURPOSE

The Digital Innovation Adviser ensures that Elrha effectively integrates digital technologies and AI into humanitarian research, innovation, and programme delivery. The role provides technical guidance, oversight and operational delivery support, embedding digital tools across workstreams and Elrha's internal operations to enhance research quality, learning and innovation outputs.

Reporting to the Head of Humanitarian Futures, the Adviser strengthens organisational capacity in digital and AI-enabled approaches, ensures quality and robustness of outputs, supports ethical practice and captures learning to inform short-term programme improvements, donor engagement, and cross-team knowledge sharing.

KEY ACCOUNTABILITIES

Programme Delivery

- Provide technical guidance to programme teams on the use of digital tools and AI in ongoing projects, ensuring outputs meet operational, quality and ethical standards.
- Lead activities related to Elrha's partnership with NetHope which seeks to develop responsible AI infrastructure for humanitarian response. Including managing grants, partnerships, and technical delivery to ensure it generates meaningful sector learning. This also includes actively engaging with NetHope to progress implementation of the project from scoping to delivery; maintaining engagement against Phase 1 milestones (governance structure, founding cohort recruitment, first community working groups); and supporting Elrha's position as a founding partner, including identifying how Elrha's existing work can feed into the Lighthouse's responsible AI navigation and community infrastructure functions without duplication.
- Support the development and use of digital tools to strengthen Elrha's work, with a focus on priority areas including AI-enabled evidence synthesis, AI tools to support internal learning and knowledge management, and contributing to relevant initiatives such as the Scale Accompaniment Tool (SAT) and the Innovation Catalogue.

Business Development

- Identify and pursue new funding opportunities to scale and deepen Elrha's AI and digital innovation work, including developing funding concepts and proposals for donors active in this space

Technical Quality & Ethical Oversight

- Ensure all digital work reflects principles of equity, inclusion, localisation and responsible AI.
- Advise programme teams on the appropriate use of digital tools for data collection, analysis and evidence dissemination.
- Act as Elrha's internal point of contact for responsible AI, reviewing and advising on any new AI tools being considered for use internally or with grantees, providing ethical guidance to teams, and flagging and escalating concerns or risks as appropriate.

Learning & Knowledge Capture

- Contribute towards Elrha's learning synthesis by capturing lessons, insights, and technical learning from digital initiatives and ensure they are shared across programme teams to support continuous improvement.
- Work with MEAL, Communications and Business Development colleagues to translate learning into concise, actionable outputs such as briefs, internal updates, case studies or donor-facing reports.
- Support cross-team learning by providing guidance on digital workflows, data quality and accessible use of AI-enabled tools.

Cross-Team Collaboration

- Work closely with MEAL, R&I Managers, Skills & Networks Manager, and programme teams to ensure digital tools support programme objectives, monitoring, and evaluation.
- Oversee the development and implementation of Elrha's internal AI use strategy. This includes facilitating working sessions or workshops with relevant staff, drafting sections of the strategy and policy document for review, ensuring the approach is consistent with sector standards on responsible AI, and preparing the strategy for sign-off and rollout in collaboration with senior leadership.

Core Competencies for all Elrha Staff

- Integrity & values alignment: uphold organisational values and policies, modelling behaviours that support strategy and purpose.
- Project delivery & accountability: apply consistent and compliant operational approaches to deliver high-quality, efficient and responsible outcomes.
- Agility & learning: demonstrate adaptability, innovation and a commitment to continuous learning and improvement in dynamic environments.
- Collaboration & relationships: foster trust, teamwork and strong stakeholder engagement to enable growth and shared success.
- Organisation & resilience: maintain focus, attention to detail and effective prioritisation, delivering results even under pressure.

PERSON SPECIFICATION

Essential

Qualifications and experience

- Proven experience delivering digital or AI-enabled initiatives, ideally in humanitarian, research or innovation contexts.
- Demonstrable experience supporting programme delivery and operational management of multi-stakeholder projects or workstreams.
- Experience contributing to business development, including developing funding concepts, concept notes or proposals for donors in the digital innovation, AI or humanitarian technology space.
- Experience in capturing lessons and translating operational learning into reports, briefs or other outputs for internal and external stakeholders.

Skills, abilities and attributes

- Good understanding of responsible AI principles in humanitarian or nonprofit contexts, including ethical practice, equity, inclusion, and the practical challenges of translating frameworks into day-to-day institutional use.
- Familiarity with humanitarian research methods, innovation portfolios or scaling frameworks, and an understanding of why AI pilots frequently fail to scale – including the structural, financial and governance barriers involved.
- Strong analytical and synthesis skills, with the ability to translate complex digital evidence into actionable insights.

- Ability to build and maintain effective relationships with internal teams.
- Strong organisational and project management skills, with the ability to prioritise, adapt, and deliver high-quality work under pressure while maintaining attention to detail.
- High degree of computer literacy.

Desirable

- Experience developing funding concepts or business development proposals in the AI or digital innovation space, particularly for donors interested in responsible AI, field-tested pilots, or scaling proven solutions in humanitarian or low-connectivity contexts.
- Familiarity with the humanitarian AI landscape – including key governance initiatives such as the SAFE AI project, the ICRC AI Policy, and UNHCR’s AI Approach.
- Experience in the design and delivery of large-scale, multi-stakeholder digital innovation initiatives.
- Understanding of humanitarian evidence synthesis methodologies and application of digital tools to strengthen them.
- Knowledge of monitoring and evaluation principles applied to digital or innovation programmes.
- Experience supporting organisational digital transformation, including internal systems, policies and upskilling.
- Familiarity with donor expectations on technology-enabled innovation and value for money.
- Ability to assess the feasibility, ethics, and value-for-money of AI or digital solutions in crisis contexts.
- Experience working with technical partners or vendors to design or implement AI-enabled or data-driven initiatives.
- Advanced expertise in AI and machine learning methodologies, including data engineering or data science qualifications, or experience with algorithmic design, data governance, bias mitigation, and ethical accountability frameworks.

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.