

JOB DESCRIPTION

ROLE DETAILS

Job Title:	Research & Innovation Manager (Scale) (Maternity Cover)
Reports to:	Head of Humanitarian Futures
Line management responsibility:	N/A
Budget responsibility:	N/A
Job Level:	D – Senior Technical Lead
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: 28 hours (0.8 FTE)

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

This Research and Innovation Manager leads the day-to-day management of Elrha's Readiness to Scale Pipeline (Pillar 3), supporting promising humanitarian innovations to advance through adoption pathways and achieve measurable impact. The role will provide senior oversight of scaling grantees, managing technical quality, risk and learning. They will contribute to the strategic development and evolution of Elrha's scaling and adoption approaches under the leadership of the Head of Humanitarian Futures.

KEY ACCOUNTABILITIES

Programme Management

- Lead management of the scaling needs assessment, learning journey and strategy design phase, refinement grants and scaling grants, ensuring smooth delivery, risk monitoring and high-quality outputs; escalate critical issues to the Head of Humanitarian Futures.
- Serve as primary liaison for scaling grantees, managing delivery, capacity support, and compliance across the grant cycle.
- Work with the Head of Humanitarian Futures to draw out learning to inform ongoing development of the strategic vision and operational processes that need to be in place to deliver Pillar 3.
- Work closely with the Central Support Team on grant management processes, MEAL on monitoring frameworks and indicators, and Communications and Engagement team on output design, stakeholder engagement and uptake activities.

Technical Oversight & Quality

- Provide expert advice on scaling strategies, adoption pathways and system-level positioning, leveraging Elrha's research, tools and learning.
- Track and document scaling journeys, translating findings into actionable insights, cross-sector principles and recommendations for adoption.
- Review outputs for technical quality, risk and relevance; escalate significant issues to the Head of Humanitarian Futures.

Capacity Strengthening

- Work with the Skills & Networks Manager to map grantee capacities and identify relevant technical expertise from the Research & Innovation Advisory Network for mentoring and support.
- Ensure localisation, inclusion, and value for money are embedded across activities under the Readiness to Scale pillar.

Learning & Strategic Insight

- Support advocacy and evidence-uptake efforts related to scaling innovations (Pillar 3) by synthesising and sharing lessons on pathways to adoption and system integration. This may include delivery of capacity building workshops. Collaborate with sector partners, donors and technical networks to promote the use of evidence on scaling readiness in policy and programming decisions
- Collaborate with the Digital Innovation Adviser to apply tools for data capture, monitoring uptake, and assessing innovation impact.
- Contribute to updating and maintaining Elrha's digital platforms, including the Scale Accompaniment Tool.

Stakeholder Coordination & Collaboration

- Collaborate across Elrha's programme pillars and with colleagues in the Operations and Impact & Engagement teams to ensure coherence, learning exchange and joined-up delivery across Elrha's research and innovation portfolio.

- Contribute to internal working groups or collective planning sessions to share insights and align approaches.
- Broker partnerships between innovators, humanitarian agencies, funders and policy networks to unlock adoption opportunities.
- Work closely with Communications and Impact and Engagement colleagues to plan and deliver convenings, workshops and dissemination activities that communicate learning on innovation scaling and adoption (Pillar 3). Ensure outputs promote visibility of scaling evidence and strengthen engagement with donors and operational partners.
- Link lessons from scaling into other programme workstreams to support system-wide alignment and learning.
- Actively contribute to business development and donor engagement, providing programme evidence and insights to shape funding opportunities and strengthen Elrha's positioning with key funders.

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

- Higher level academic qualification (or equivalent experience) in a relevant subject such as international relations, humanitarian action, innovation, economics, public health or social science.
- Proven experience managing complex, multi-phase grants and monitoring impact at scale (uptake, spread, system change or influence).
- Experience designing and delivering applied learning and capacity building activities, including needs assessments, learning journeys and strategy development.
- Demonstrated experience coordinating technical delivery, monitoring progress, managing risk, and ensuring high-quality outputs.
- Experience convening diverse actors (e.g., NGOs, researchers, communities, private sector, funders) to collaborate or co-design solutions.
- Experience mentoring innovators or coordinating expert mentoring support.
- Experience supporting donor engagement and representing programmes externally.

Skills, abilities and attributes

- Strong knowledge of scaling in humanitarian contexts, including enabling environments, adoption pathways and system-level decision-making.
- Strong knowledge and understanding of innovation scaling theory including typologies, influencing factors and metrics to assess readiness to scale.
- Strong partnership brokering and negotiation skills, with experience working across innovation, research, policy and operational actors.
- Demonstrated ability to coordinate technical delivery, track progress, manage risks and ensure high-quality outputs.
- Knowledge of ethical research considerations, safeguarding, diversity, and inclusion in humanitarian programming.
- Ability to produce accessible written outputs, reports, briefs, synthesis, or donor materials, for technical and non-technical audiences.
- Strong analytical skills with the ability to assess research quality, methodological rigour, and evidence gaps.
- Ability to build and maintain effective relationships with internal teams and external stakeholders.
- Excellent organisational and project management skills; able to plan, prioritise, and deliver high-quality outputs under tight deadlines.
- Resourceful, proactive and flexible, able to work independently and adapt to changing priorities.
- High degree of computer literacy, including knowledge and experience in the use of Microsoft packages, ideally including SharePoint and MS Project.

Desirable

- Familiarity with research methods and how these intersect with innovation cycles and experience in guiding the ethical application of research and innovation in crisis environments.
- Familiarity with humanitarian financing models and investment readiness.
- Experience in donor engagement and positioning.
- Experience with developing MEAL processes to track innovations as they scale.
- Strong existing networks of innovation experts and humanitarian operational actors.

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.