JOB PROFILE

Job Title: Innovation Manager (Community-Led Innovation Partnership)
Location: London or Cardiff or remote (within the UK)
Reports to: Senior Innovation Manager
Budget Responsibility: None
Line management responsibility: None
Child Safeguarding Level: 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 and will lead work on locally led innovation. 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 journey.

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

Supported by the Senior Innovation Manager and working with a Coordination team across different organisations, the Innovation Manager will lead on the operational delivery of the Community-Led Innovation Partnership (CLIP) on behalf of Elrha.

The CLIP supports the emergence and development of locally-driven solutions to humanitarian problems, identified by people affected by crises. The partnership supports initiatives in Democratic Republic of Congo, Guatemala, Indonesia and the Philippines to work with their communities along a journey to:

- **Explore**: Identify priority problem areas within communities;
- **Discover**: Identify and select ideas, solutions and community innovators;
- **Develop**: Support community innovators to develop and test their ideas;
- **Grow**: Support sustainability, uptake and scaling of solutions.

The role is responsible for supporting the development of innovative new solutions that are contextually appropriate and locally owned. This is achieved by creating an enabling environment for innovation across the programme, including fostering a culture that is open to new ideas and diverse viewpoints, is comfortable with uncertainty, and is willing and able to embrace adaptive ways of working.

This is a varied role which includes programme and financial management, facilitating non-financial support for innovation management at multiple levels of the programme, commissioning and managing research, and external communications through events and blogging.

The CLIP is a partnership between Elrha, Start Network, Asia Disaster Reduction and Response Network (Innovation Hub, hosted by CWS Japan), the Center for Disaster Preparedness (the Philippines), Start Network Hub in Guatemala (hosted by la Asociación de Servicios Comunitarios de Salud), Start Network hub in Democratic Republic of Congo, and Yakkum Emergency Unit (Indonesia). It is funded by the UK Foreign, Commonwealth & Development Office.

KEY ACCOUNTABILITIES

Management and delivery

- Lead on the strategic development, operational management and day-to-day delivery of the HIF’s role in the Community-Led Innovation Partnership
- Maintain a clear oversight of the partnership at multiple levels, including the portfolios of supported projects in each country location of the partnership
- Manage the day-to-day budget for this area of work, supported by the Finance Team
• Lead on liaison with and reporting to programme-specific donors, and on donor compliance, supported by the Senior Innovation Manager and the Head of HIF

• Support the MEAL technical lead to ensure capturing, analysing and sharing learning on programme activity, good practice and impact

• Design, develop and manage delivery of research and learning activities in support of the partnership’s aims

• Support the development of communications outputs, tools, guidance and other resources relevant and appropriate to country contexts and locally-led humanitarian innovation

• Work to nurture and support an effective and equitable partnership with the other member organisations of CLIP

• Build broad networks to link ideas and people across different organisations and sectors in support of locally-led innovation, e.g., as part of the Bond Working Groups on Locally-Led Development

Support to partners and projects
• Work with a diverse group of partners to support and foster a contextually appropriate culture of innovation thinking

• Facilitate regular progress review meetings and learning sessions with partners, identify problems and needs, and provide direct or indirect support in response

• Work with partners to develop their non-financial support offer for community innovators designing solutions in response to varied humanitarian challenges

Thought leadership and cross-programme activity
• Passionately and articulately advocate for the need for innovation in the humanitarian system, and particularly for locally-led humanitarian innovation

• Collaborate with members of the HIF team working on other initiatives focused on locally-led innovation to share learnings and inform a coherent cross-programme approach

• Work across the HIF team to ensure we are successfully capturing, analysing and sharing learning on innovation processes, good practice and impact

• Actively input into the HIF and Elrha’s strategic development to ensure we are at the forefront of innovation practice in the humanitarian system

• Where appropriate, contribute to cross-programme initiatives focused on issues such as ethics in humanitarian innovation and participation of people affected by crisis

• Contribute to clear and compelling external communications on the work of the HIF and Elrha, and of this collaboration in particular
• Foster cross-programme collaboration within Elrha where possible
• Contribute to data collection, report writing, donor reporting, fundraising proposal development and strategic documents as necessary
• Contribute to planning of HIF events, conferences and other outreach activities
• Other relevant duties as required by the line manager

WORKING CONTACTS
This role will work closely with the HIF team and wider Elrha team, as well as CLIP partnership colleagues at the Asia Disaster Reduction and Response Network, Start Network, Center for Disaster Preparedness (CDP), la Asociación de Servicios Comunitarios de Salud (ASECSA) and Yakkum Emergency Unit. The role will also work closely with consultants to deliver key pieces of work, and will be expected to cultivate a wider network of contacts working on locally-led innovation and related initiatives. The role will also have semi-regular contact with FCDO as the partnership donor, and with the HIF Advisory Group who provide support across our work.

PERSON SPECIFICATION

ESSENTIAL

Qualifications and Experience
• Relevant academic qualification (eg, design, international relations, business management, economics) or significant relevant experience beyond core requirements
• Extensive experience of programme management in humanitarian or development settings, including a focus on innovation
• Understanding of the theory and practice of innovation management, ideally in non-profit and/or public sector contexts
• Experience of working with humanitarian, academia and/or private sector partners.
• Experience working and advocating on issues of critical relevance to the role, such as localisation, locally-led development, or participatory programming
• Experience in organising and facilitating workshops to bring together diverse groups, generate learning, and drive strategy

Skills and Abilities
• Exceptional project management, planning and organisational skills
• Demonstrated ability to manage programme/activity budgets and make decisions on effective allocation of resources
• Excellent facilitation skills, including ability to facilitate conversations and processes with diverse teams and on unfamiliar topics
• Excellent presentation skills and ability to represent the organisation and partnership at external events and meetings
• Demonstrated ability to build and maintain strong working relationships with a diverse group of stakeholders
• Demonstrated ability to write to a very high standard eg, briefs, blogs, reports. (Please note that we will assess this based on the quality of candidates’ cover letter and CV as well as any demonstrated track record of publications)
• Ability to promote and support responsible organisational risk taking
• Ability to ask tough and insightful questions across a range of technical domains
• A self-starter who works well in a team, but is also capable of operating with a high level of independence

Other
• Enthusiasm and personal conviction of the need for locally-led innovation in humanitarian practice
• Willingness to travel internationally including to countries currently receiving humanitarian assistance
• Experience of working on sensitive and/or complex issues, for example vulnerable or marginalised groups, protection, disability

DESIRABLE
• Experience working with grant making processes and systems
• Experience working on multi-lingual programmes
• Coaching and mentoring skills

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.*