

DIRECTOR



DIRECTOR, EVIDENCE AID

JOB PROFILE

Evidence Aid is a knowledge champion for influencers of the humanitarian sector, including funders, policy makers, NGOs, and humanitarian professionals. We are a small organisation with a big ambition. Our mission is to improve access to the evidence available from systematic reviews and to champion use of evidence, in order to improve humanitarian preparedness and response, resilience and recovery. With 22 billion dollars spent on humanitarian response in 2013 alone, the urgency and importance of our work on evidence-based decision making is critical. We were established after the Indian Ocean tsunami of December 2004 and have reached a pivotal point in our development, set to grow in scale and influence over the next 5 years, in line with our newly developed vision and strategic plan.

We are looking for an influential and well-connected Director to lead and grow Evidence Aid with a small team and a wide network of Associates and volunteers. Working with trusted leaders from the health, academic and humanitarian sectors, you will develop the research agenda, stimulate demand for evidence and build capacity for its use. You will have proven experience in growing organisations and developing senior-level and influential contacts. You may be a humanitarian professional with a passion for research and evidence. You may have a health or research background with experience of humanitarian response. Or perhaps you have been funding humanitarian response or health research, with a focus on evidence use and generation. Whatever your background, we will want you to bring connections, energy and commitment to drive this agenda, grow our capacity, and ensure financial sustainability for long-term growth of Evidence Aid.

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JOB DESCRIPTION

Following a successful bid for investment funding, Evidence Aid seeks to appoint its first Director.

This is an exciting opportunity for an entrepreneurial leader to develop Evidence Aid to become the 'evidence champion' for influencers of the humanitarian sector. The postholder will have an opportunity to improve how decisions are made that impact on the millions of people who are affected by disasters globally every year.

Job overview

The Director will:

Be the lead advocate for Evidence Aid; targeting, engaging and inspiring influentials, and championing the use of evidence in the humanitarian sector.

Establish Evidence Aid as an influential organisation, bringing new contacts and building relationships across the humanitarian sector, including with funders and policy makers.

Lead an ambitious growth agenda, identifying new opportunities and models of working in all appropriate areas of Evidence Aid's work.

Identify and respond to funding opportunities, ensuring long-term financial sustainability of Evidence Aid.

Work with Trustees to continue to develop the vision and strategic direction for Evidence Aid, and to take responsibility for its implementation.

Key responsibilities:

Vision and Strategic Direction:

- Develop and implement a detailed influencing strategy to maximise Evidence Aid's reach and impact.
- Develop and implement a detailed funding strategy to include grant, contract and events income.
- Work closely with trustees, to deliver the ambition as set out in Evidence Aid's 2015 – 2020 business plan.

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- Review and update the business and strategic plan at the end of each year, reporting on key performance indicators.

Business Development:

- Grow a diversified and secure income base for Evidence Aid through increasing both grant and contract income.
- Negotiate contracts, maintain oversight on delivery against contracts and ensure appropriate accountability to donors.
- Research, target and apply to charitable trusts and foundations. Ensure donor relationships are well managed, and donor reporting requirements are met.
- Explore other mechanisms for raising unrestricted funding for Evidence Aid, including opportunities for generating commercial revenues or income from events, membership or other models.

Influencing:

- Develop Evidence Aid's profile and success in championing the use of evidence to improve humanitarian response.
- Represent Evidence Aid at senior levels, building close relationships with humanitarian actors, funders, the academic community and other organisations in the field.
- Ensure effective, tailored communication routes are developed to raise Evidence Aid's profile and engage key constituencies.

Implementation:

- Lead the growth and organisational development of Evidence Aid, including the development of effective governance and appropriate stakeholder engagement mechanisms.
- Develop effective partnership arrangements to enable Evidence Aid to benefit from and add value to the networks and resources of others.
- Line manage two core staff team members, and develop staffing structures to enable effective management of staff, volunteers and freelancers.

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- Ensure robust financial management, decision-making, budgeting, accountability, risk management, reporting processes and compliance with our statutory and other obligations.
- Ensure Evidence Aid complies with its legal and statutory duties and reporting obligations.
- Ensure that Evidence Aid has a systematic and robust approach to measuring its own impact.

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PERSON SPECIFICATION

The successful candidate will be entrepreneurial, have a strong interest in improving evidence-based decision making in the humanitarian sector, and will be able to champion and promote Evidence Aid's work. S/he will be able to act as an effective external advocate for Evidence Aid, with the gravitas and confidence to take a proactive approach to building relationships at a senior level and create opportunities. S/he will enjoy relating to and interacting with a wide range of groups and people, and will be enthusiastic about delivering an ambitious growth agenda with a small team. S/he will be meticulous enough to manage the day-to-day running of a small charity, while having the vision, leadership, drive, experience and innovation to lead an ambitious organisational development strategy. S/he will have experience of growing successful organisations (both financially and non-financially), fundraising and business development, project or programme management, financial accountability and an understanding of impact measurement. This post will provide a great opportunity, for the right person, to build on Evidence Aid's strong academic and sector reputation to develop its influence to achieve global impact.

PACKAGE

Location - Oxford or alternative location relevant to humanitarian and health evidence community. Flexible working is available. International travel for meetings and conferences will be required, with some unsociable hours.

Salary and contract term – £45,000 – 55,000, dependent upon experience and qualifications, with performance bonus of up to 10% of salary. (In addition, Evidence Aid will make a pension contribution.) Two year fixed term contract, renewable by negotiation.

Responsible to – Evidence Aid Board of Trustees.

Management Responsibility – Operations Manager with responsibility for a team of research and freelance associates and volunteers. Office Manager and recruitment of a Communications Executive as part of the implementation of the strategic plan.

FOR MORE INFORMATION:

Visit www.evidenceaid.org

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