

Programme Associate – Scaling Innovation

Location: London, UK (this role is a hybrid position, with a mix of remote and in-office days)

Practice: Scaling Innovation

Full-time

Reporting to Senior Programme Manager, Innovation

About R4D

Results for Development (R4D) is a leading non-profit global development partner. We collaborate with change agents around the world — government officials, civil society leaders and social innovators — to create strong systems that support healthy, educated people. We help our partners move from knowing their goal to knowing how to reach it. We combine global expertise in health, education and nutrition with analytic rigor, practical support for decision-making and implementation and access to peer problem-solving networks. Together with our partners, we build self-sustaining systems that serve everyone and deliver lasting results. Then we share what we learn so others can achieve results for development, too.

We have a unique and vibrant culture at R4D. Diversity, equity and inclusion are at the heart of our work environment and help advance our mission. Diversity—of ideas, identities, perspectives, and backgrounds—is vital to who we are and what we do. We seek people who embrace these values and will help reinforce them. Our work culture is collaborative, creative, and entrepreneurial. We operate based on trust and respect. Teams across the organization frequently collaborate on programmatic work and support each other in continuously building a better R4D.

R4D is seeking a Program Associate to support our portfolio within the Scaling Innovation practice.

About the Innovation Practice

Finding innovative solutions to complex development challenges is essential to achieve the Sustainable Development Goals and enable billions to overcome hardship. Innovations in health, education, agriculture, finance, and other sectors have been vital in driving the life-saving and life-improving breakthroughs of recent times. Where inadequate practices slow progress, more effective approaches need to be found.

Through R4D's wider programming, our Scaling Innovation practice connects with a wide diversity of actors at global, regional and country levels committed to doing development differently. In partnership, we facilitate the design, testing and scaling of new solutions to complex challenges.

On programmes such as the [Frontier Technology Hub](#), we work at the intersection of technology, international development, and innovation to explore and scale cutting-edge tech solutions for global development challenges.

We also provide thought leadership through our unique position managing highly respected global innovation initiatives such as the [International Development Innovation Alliance](#) (IDIA) a collaboration platform which brings together the innovation departments of leading development agencies, and the [Million Lives Collective](#), a global, multistakeholder network of actors committed

to promoting proven, impactful innovations and supporting their further scale-up to address development challenges.

Opportunity

As an integral member of the Innovation Team, the Program Associate (PA) will work with colleagues across a number of projects in the Innovation Portfolio, providing project management support and inputs on technical deliverables as required. **This role would particularly suit an individual with experience and interest working in the fields of technology innovation, scaling innovation and/or innovation ecosystems strengthening.**

We are seeking an entrepreneurial, strategic, and creative individual to help us take this work forward within our portfolio. Previous experience working on donor-funded projects, strong verbal and written communication skills, and an ability to think creatively and strategically are required, as well as comfort with working independently and within a hybrid/remote work environment.

The opportunity represents a chance to work with a highly collaborative team which embraces innovation and learning together, taking ownership over key project activities and deliverables.

This position is based in London and will report to the Senior Programme Manager.

Responsibilities

As noted above, the PA role will span several projects within the Innovation portfolio, and the list below provides details of specific activities that the PA would be involved in for each of the current projects in the portfolio. Distribution of time across each these projects is likely to flex depending on project needs, and indeed as new projects are added to the Innovation portfolio.

Innovation Practice - General

- Organise and participate in regular Innovation Practice and program team meetings, including liaising with colleagues to develop the agenda, sending meeting invites, capturing minutes and actions.
- Support business development efforts by carrying out desk research, supporting identification of prospective opportunities, researching partnerships and contributing to bid/proposal writing.
- Coordinate and collaborate with other R4D teams (principally in Health, Nutrition, Education and Adaptive Learning) to ensure the integration and alignment of activities under R4D's evolving strategy for the Scaling Innovation practice.
- Contribute to the research, curation and development of innovation tools and resources for use by R4D staff.
- Support Finance & Operations colleagues in activities including drafting/processing purchase and contract requisitions and invoices in R4D systems; and drafting narrative reports for funders.

- Actively contribute to Innovation Practice goals, ongoing projects and initiatives, team meetings and other practice development activities, assisting with additional tasks and responsibilities as needed by the Innovation Practice or R4D.

International Development Innovation Alliance (IDIA)

- Effectively manage the administrative and logistical activities associated with IDIA Hub meetings and training events, both virtual and in different global locations with a diversity of participants.
- Contribute to the execution of activities as outlined in the IDIA Strategy. This may include coordinating working group meetings, conducting desk research on key themes, gathering inputs from IDIA Members on relevant initiatives aligned with the strategic pillars, and drafting technical outputs.

Million Lives Collective (MLC)

- Coordinate the selection process for MLC Members, including management of the online application platform.
- Support the continuous review and improvement of MLC processes and outputs (e.g. application process, review process, MLC innovation list), to align them with the needs of Members and Partners.
- Coordinate regular announcements of MLC Members and onboarding events.
- Develop and maintain MLC member relationships and key working documents.
- Identify potential partners, aligned with the needs of both MLC Members and MLC internal processes (e.g. expert reviewers for applications).
- Coordinate events for MLC Members, Partners and others in the development innovation space to share their experiences and learning.
- Support with the coordination of Collaboration Grants that run through the MLC.
- Contribute to the overall strategy of the MLC and partnerships like with the East Africa Regional Hub, EARH.

Frontier Technologies (FT) Programme

- Providing support to FT Hub Programme Manager, including administration, logistics, improving operational efficiency and effectiveness, work planning, spotting trends and opportunities, and budgeting.
- Work may also involve supporting colleagues in the delivery of discrete outputs for the FT programme. This may include carrying out desk research, drafting materials, organizing meetings and planning and organizing events.

Qualifications, skills and experience

Essential

- Bachelor's degree in international development or a relevant field (e.g. public policy, innovation, design thinking, social anthropology or development economics).
- At least one years' experience working on donor-funded projects, ideally in the development/innovation space.
- Demonstrated ability or strong interest in contributing to key stages of the innovation lifecycle, including ideation, prototyping, iteration, and scale-up.
- A self-starter who thrives in dynamic, fast-paced environments. Demonstrates initiative, a willingness to experiment, learn quickly, and iterate. Shows ambition and drive for continuous professional growth.
- Excellent oral and written communication skills, with strong attention to detail on written outputs such as documents and presentations.
- Examples of work that illustrate excellent writing, editing, presentation and inter-personal skills; confident and flexible communication skills, including the ability to prepare compelling presentations or briefing notes and present concepts in a way that is easily understood.
- Experience in event design/planning and implementation.
- Highly collaborative and approachable team member who is enthusiastic about supporting the Innovation team and working closely with others at R4D.
- High level of organization, attention to detail, professionalism, and reliability.
- Ability to prioritize and manage work in a fast-paced environment across multiple projects and work streams with competing time/resource demands.
- Enthusiasm, energy, good judgement, humour and the ability to thrive in a fast-paced and sometimes ambiguous environment.
- Ability to work both independently and as part of a team.
- Willingness to travel internationally (approximately 2-3 trips per year).
- Candidates must be legally authorized to work in UK.

Desirable

- Knowledge of and experience implementing service design / user centered design methodologies, and agile project management practices, commonly used on technology and innovation projects
- Awareness of emerging trends in digital and technology and potential for impact for social good

How to apply

Please send your CV (max. two pages) and cover letter to r4dtalent@r4d.org with the subject line “Application - Innovation PA”. In your email, please include answers to the following questions:

1. How did you first learn about this position?
2. Are you currently authorized to work in the UK?
3. Do you currently require sponsorship and/or do you expect to require sponsorship at any point in the future for employment visa status?
4. Have you ever applied for a position at R4D in the past? If so, please provide the name of the position.
5. Have you ever been employed by R4D? If yes, please provide the former position.
6. Are any of your relatives or members of your household currently employed by R4D? If yes, please provide the name of the person.
7. If you were referred to this position, please provide the referral’s name.
8. Please provide the salary range that best reflects your relevant experience for this position.

Applications will be reviewed on a rolling basis, so early applications are strongly encouraged.