

# JOINING ELRHA: INFORMATION FOR CANDIDATES

Thank you for your interest in our job opportunities. You will find the following information within this document to support your application:

- About Elrha
- Our Strategy
- Our Values
- Our Relationship with Save the Children UK (SCUK)
- Our Commitment to Diversity & Inclusion
- Remote/Flexible Working
- Pre-Employment Checks
- Learning & Development
- Salaries & Benefits

## About Elrha

Elrha is a global organisation that finds solutions to complex humanitarian problems through research and innovation. We fund and support projects that go on to shape the way in which people across the world are supported during a crisis. We are an established and respected part of the humanitarian community, working closely and meaningfully with our fellow networks and actors to make change happen.

## Our Strategy

Read our strategy: [shaping the future: our strategy for research and innovation in humanitarian response 2023 - 2040](#). It sets out how we'll work with our community to realise its potential in humanitarian response, and how we'll capture the real change and improvements to the lives of people affected by crisis.

## Our Values

We live by a clear set of values. They're seen in our work within the humanitarian system and in how we operate and hold ourselves accountable as individuals and as an organisation and employer.

**Putting people at the centre** - We are committed to being a truly inclusive and empathetic organisation that supports, encourages, and recognises its people. We seek out and value diverse knowledge, experience, and perspectives, listening to understand before we act. We believe people and communities affected by crises should be deeply involved in research and innovation processes, driving the changes they want to see.

**Working with others** - We collaborate to bring about positive change. We build meaningful partnerships, investing in and nurturing our networks and creating space for open and honest dialogue. We understand the part we play in improving the humanitarian response and we invite people to join our efforts, supporting others to lead where they are better placed to do so.

**Acting responsibly** - We're a responsible and principled organisation to our core. We champion ethical approaches in humanitarian research and innovation, calling out practices that fall short and partnering only with organisations that share our commitment.

The logo for Elrha, featuring the word "elrha" in a bold, lowercase, sans-serif font. The letters are dark blue. The logo is positioned in the bottom right corner of the page, above a horizontal line of dots.

We make decisions based on the best available evidence. We listen to and act on feedback, and we take accountability for our actions.

**Committed to learning** - We're always looking to develop ourselves and our work; it makes us better at what we do and more effective in what we achieve. We are evidence-led in our decisions and actions. We take on board different views and ideas that will help shape the future of humanitarian response. This appetite for learning and for discussion, reflection and recognition of achievement is engrained in our culture and our practices.

**Inspiring change** - We're ambitious in our vision for the future of humanitarian action. Positive, energetic, undaunted, we're committed to long-term investment in research and innovation that will deliver transformative change for people affected by crises. We generate momentum, motivating others to work with us and to support the positive differences we make.

## Our Relationship with Save the Children UK (SCUK)

Elrha is an independent subsidiary of Save the Children UK, and we are governed by our own Board of Trustees. As result of this relationship, we benefit from a number of SCUK organisational initiatives, systems and platforms. Which is why your application is through the SCUK recruitment portal.

If your application is successful, your personal information will be shared with the SCUK HR teams in order to process your new starter details and manage pay and pensions.

## Our Commitment to Diversity & Inclusion

Elrha is committed to diversity and equality of opportunity in all aspects of our work both external and internal. We strive to be an inclusive employer we are working towards creating a truly inclusive and diverse culture.

Elrha is committed to diversity and equality of opportunity in all aspects of our work both external and internal. We strive to be an inclusive employer and particularly encourage applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBTQ+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, and from less advantaged socioeconomic backgrounds.

## Remote/ Flexible Working

Elrha is a remote first organisation. We understand that to drive change and truly make a difference, sometimes our staff want to come together to collaborate, but other times it's better to work from home. Other than the expectation to attend occasional team meetings in person at our office locations in Cardiff and London, employees can choose to work either in their designated office base or at their home within the UK.

As standard we work 35 hours per week. We are also happy to discuss flexible working patterns and many of our staff work non-standard working hours.

We aim to be as flexible as possible, with some expectations to support collaboration and wellbeing:

- In line with our values, we expect staff to attend team meetings and Away Days in person as required. You'll be given notice and can discuss attendance with your line manager.
- We don't like to have meetings on Fridays. Instead, we encourage staff to take the time to reflect and spend time on work which needs greater focus.
- Regardless of working pattern we always encourage staff to take a lunch break to take a walk, exercise or just have a well-earned break.

## Pre-employment Checks

Any employment with Elrha will be subject to the following checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International Criminal Record Check (If applicable)
- receipt of satisfactory references
- proof of eligibility to work in the UK

## Learning & Development

We encourage staff to take the time to develop their skills and knowledge. Our staff set annual development objectives and career development plans which we support through on the job training through to funded professional development qualifications. We have access to a range of online training materials and hold monthly Elrha Learns lunchtime sessions to share knowledge and broaden horizons.

## Salaries & benefits

All our vacancies are advertised with salary bands clearly stated. New employees are usually appointed at the bottom of the advertised range. In some circumstances, relevant skills and experience may also be taken into account when determining the appointed salary.

Elrha is committed to paying staff in a fair and equitable way and will benchmark all salary offers in line with the pay of existing staff. Salaries are reviewed annually subject to eligibility.

As well as our flexible working ethos, our staff benefit from all of the SCUUK rewards and benefits listed on the careers page. These include minimum 5% employer pension contribution (3% employee contribution), life cover, organisational sick pay, family friendly pay and leave schemes; incremental increase in annual leave (25 day basic entitlement) depending on length of service, opportunities for learning and development, a comprehensive Employee Assistance Programme (EAP) and retail discounts platform.