

Freelance assignment: Project Management Humanitarian Innovation Exchange

On the 26th June 2019, Leiden University's Centre for Innovation, Elrha, and the Dutch Coalition for Humanitarian Innovation (DCHI) aim to bring together over 100 supporters and practitioners of humanitarian innovation in The Hague during the Humanitarian Innovation Exchange. The event will provide a platform for the humanitarian innovation community to share experiences, generate new learning and inform our practices. Together we will examine challenges and successes at different stages of the innovation journey.

Responsibilities and deliverables

The Project Manager is responsible for the organisation of the event on behalf of DCHI in line with the responsibilities laid out in the collaboration agreement with Leiden University's Centre for Innovation and Elrha. We expect the project manager to deliver an event which is attractive to and relevant for DCHI partners including humanitarian innovation practitioners within the Coalition, and which positions DCHI as a key platform for humanitarian innovators to learn together.

Overall project and event management (in terms of location, catering, managing registration, donor relations etc.) for the event will be carried out by Leiden University's Centre for Innovation. Leiden University's Centre for Innovation, Elrha, and DCHI will jointly manage the invites, design the programme, shape the various plenary- and break-out sessions as well as possible side-events, and ensure on point communication before, during, and after the event. To support DCHI in this, DCHI offers a:

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Period: May – June 2019

Time: Estimated 120 hours between 1st of May and 1st of July 2019

Location: The Hague (combination between meetings at DCHI office (Hague Humanity Hub, Fluwelen Burgwal 58, The Hague) and partner offices, and working from home.

Core activities

- Overall programme design and general event management together with Leiden University's Centre for Innovation and Elrha.
- Stakeholder management with key DCHI partners (such as DCHI board member organisations, and Dutch Relief Alliance) to ensure the programme and content of the event is in line with their innovation learning needs and ambitions.
- Design and prepare specific plenary- and breakout-sessions and possible side-events (such as: dinners, side-meetings etc.) together with presenters, facilitators etc.

Profile and qualifications

We are looking for an experienced project manager who is able to independently support DCHI by organising the Humanitarian Innovation Exchange together with Leiden University's Centre for Innovation and Elrha. The ideal candidate has the following profile:

- Experienced project manager, ready to jump on a riding train
- Experience with event management including organisation of conferences
- Enjoys the challenge of operating within a complex multi-stakeholder environment
- Has affinity with humanitarian action and/or innovation

- A creative mind that enjoys thinking about smart and attractive design of various (workshop/peer to peer) sessions.

To apply

Interested to take on this interesting assignment and available to get started as soon as possible? Please send in your cv, motivation, and offer to roza@dchi.nl latest 5th of May 2019. Offers will be reviewed on a rolling basis, and relevant applicants will be contacted latest in the week of 6 to 10 May.

For further information about this assignment, contact Roza Freriks by calling +31 (0)6 50 74 06 21 or email at roza@dchi.nl.