

## **Job Description**

# **Innovation Portfolio Manager**

## **Performance and Engagement**

### **Background**

Motability is a national charity which aims to enhance the lives of disabled people by improving their personal mobility. We help people to enjoy the freedom and independence to work, to learn, to get to appointments and to see family and friends. We provide a range of grants to help people with a range of disabilities and we oversee the Motability Scheme, through which some disabled people can use enhanced mobility benefits to lease a car, scooter or powered wheelchair.

At a time of growth and of new opportunities for the charity, we want to make faster progress to realise our vision to ensure that no disabled person should be disadvantaged due to poor access to transportation. We set up an innovation function two years ago that works on everything from how to make electric vehicle charging more accessible, to setting up the world's first evidence centre on disability and transport, to piloting exciting new grant programmes that support other charities to research and innovate for more inclusive transport. As our span of activity has grown we are looking for a committed and collaborative portfolio manager to improve our resilience, strengthen internal relationships and help us achieve our strategic objectives across our many projects.

### **Purpose of the role**

You will work with innovation employees to set up new systems and processes across Motability's Innovation team, for example on research procurement. You will work with the Charitable Operations Team to scope and consider options for ways of working on innovation grants, to add greater robustness for existing and future innovation grant-making. You may provide additional capacity on due diligence for innovation contracts, partnerships, and grant-making opportunities, capable of synthesizing key findings for detailed reports to Motability's Board of Governors.

You will work across Motability's innovation portfolio and be a central point of contact for other team members to understand and enact learning and systems across projects. You will lead on the tracking and monitoring of key team-level activities like stakeholder engagement, budgeting, resourcing, internal awareness-raising and more, reporting in to the Head of Innovation. Across all these work streams, you will work with the relevant internal functions, for example, the Charitable Operations, Evaluation, Communications, Finance, Legal, Data Protection, and Change Management Teams, acting as a point of liaison to understand their capabilities and capacity to support the Innovation Team's strategic objectives and highlighting resource requirements early.

Your work will help to ensure that Motability is able to use its charitable resources to best effect to improve the lives of disabled people. You will work closely with senior staff to support delivery of the Innovation Pillar of Motability's Strategy.

## Key Accountabilities

- Drive the delivery and tracking of innovation projects at a portfolio level.
- Set up new systems and processes to support specific innovation activities, for example, formalising our approach to commissioning research.
- Scope, propose and implement ways of working on innovation grants.
- Provide capacity for due diligence on innovation contracts, partnerships, and grant-making opportunities, sharing findings with senior executives and Motability's Board.
- Work closely with other Motability teams, such as Evaluation, Finance, Communications, Data Protection, and Change Management, to determine best ways of collaborating, give early sight of future capability and capacity that is needed to support strategic innovation objectives, and determine where additional expertise may be needed.
- Lead on the tracking and monitoring of innovation activity at the team, rather than individual project level.

## Capabilities Profile

### Essential:

- At least two years' experience in project, portfolio or programme management roles, preferably in the charity sector.
- Ability to manage multiple complex and simultaneous projects, meeting agreed deadlines.
- Ability to set up new systems and ways of working.
- Expertise in carrying out due diligence, particularly in a grant-making context.
- Highly IT literate with extensive experience of Microsoft Office, particularly Excel and PowerPoint.
- Ability to work closely and build strong relationships with Motability colleagues and build greater understanding of the needs of the innovation function.
- Ability to work at a high pace and in an agile manner, thriving on a quickly-moving and ever-changing environments.

### Desirable:

- Ability to effectively line manage junior staff.
- Understanding of the disability and transport space and key opportunities/issues.
- Experience of a corporate services role or of working closely and collaboratively with finance, legal and governance teams.

## Reporting line, structure, key working relationships

### Reporting line:

Reports to: Head of Innovation.

### Key Interfaces:

Director of Performance and Engagement, other Innovation Team members, other Motability Teams, other charities and foundations.

**Resources, scale and scope of role, location and any travel factors:**

The jobholder will be privy to and responsible for highly sensitive information and will be expected to exercise complete confidentiality.

The selected candidate will be expected to come to the office two times per week, with the remaining days working from home.