

ROLE DESCRIPTION / LAB CHAMPION

ROLE PURPOSE AND OVERVIEW:

Lab Champions are influential individuals who understand and advocate for the Lab. They may be members of the Convening Organisation(s) or they may be other key stakeholders who have authority and position within the system. They may play a role in recruitment of partner organisations, Lab participants, or support of the broader community. They engage the Convening Organisation's stakeholders and members, championing or defending the Lab to other stakeholders in the system.

- Engaging stakeholders inside and outside the Convening Organisation(s)
 - Supporting relationships among convener(s) and Lab stakeholders
 - Advocating for the Lab, and defending it if necessary, to the wider community
 - Providing high-level support for the Lab within the Convening Organisation or the organisation they represent
 - Supporting the capacity building of the Convening Organisation to convene/host Social Labs
 - Communicating vision, direction and strategy to internal and external stakeholders
 - Helping to align and gain necessary buy-in among stakeholders across the Lab ecosystem
 - Attending Lab events, activities and workshops as requested/needed
 - Collaborating with Lab Owner, Lab Operations Lead, and Lab Champions from other Convening Organisations as needed
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- Ability and authority to represent the Convening Organisation in the Lab
 - Ability to influence diverse and multiple stakeholders
 - Ability to create and maintain strong interpersonal

ACCOUNTABILITIES /

ONGOING ACTIVITY EXPECTED FROM THE ROLE

FUNCTIONAL CAPABILITIES /

CAPABILITIES REQUIRED TO ENACT THE ROLE



relationships and successfully manage relationship-building dynamics and processes

- Ability to manage and resolve conflict
- Ability to present and communicate Social Labs practice
- Ability to support Convening Organisation to build capability in Social Labs work
- Ability to inspire others and help people understand the Lab
- Ability to articulate benefits of a Social Labs approach to complex challenges
- Ability to make introductions and ‘open doors’ that support the work of the Lab
- Ability to communicate personal and organisational learnings from Lab participation

TECHNICAL CAPABILITIES / CAPABILITIES ENCOURAGED, BUT CAN BE TRAINED ON THE PROJECT IF NEEDED

AGILE	Knowledge and ability to use Agile as an iterative project management modality working in sprints and rapid cycles.
DOCUMENTATION	Knowledge and ability to use shared protocols, processes and practices for capturing information and learning.
STAKEHOLDER RELATIONS/ CUSTOMER SERVICE	The ability to work with a multi-stakeholder system, different perspectives, and ability to communicate effectively with the variety of stakeholder groups across the system.
PROTOTYPING	Knowledge and ability to create and build products using, rapid cycles, testing, and customer validation.
DESIGN	Knowledge and use of basic formatting, shared documentation standards, presentation of information, fonts, logos, templates, etc.
COMMUNICATIONS	Knowledge and ability to use multiple communications channels (print, video) storytelling, and narrative generation.
IT SYSTEMS	Ability to use social media (Twitter, Facebook), project management platforms (Trello, Slack) and other systems as required.

CORE CAPABILITIES / BASE LEVEL OF THESE CAPABILITIES IS REQUIRED TO FULFILL THE ROLE

SELF-AWARENESS	The ability to be conscious of one's own character, feelings, capabilities, motives, and desires. It includes awareness of how you are perceived by others and the impact you have on others.
CREATIVITY	The ability to be effective and produce results with patience, bravery, imagination and flexibility in the face of complexity and uncertainty.
COLLABORATION	The ability to reach mutual understanding and connection by exchanging information, ideas and feelings- especially across differences. It includes the ability to create and share meaning and produce collective results.
POWER AND SYSTEMS	The ability to understand how systems function and to perceive the role and impact of power within systems.

This role can start at any point during the Lab, however most Lab Champions will likely begin involvement in the early phases of the Lab. Time commitment will vary depending on the phase of the Lab. It could be 1-2 hours per week with an average of a day per month.

ESTIMATED TIME COMMITMENT/
HOURS PER WEEK OR MONTH

The Lab Champion must have authority and experience within the Convening Organisation system to represent and speak on behalf the organisation with internal and external stakeholders.

EXPERIENCE