

## Job description

---

**Role:** Senior Programme Officer, Advocacy and Creative Programme

**Reports to:** Senior Manager, Advocacy and Creative Programme

**Direct Reports:** none

---

The Commonwealth Foundation is committed to bringing Commonwealth citizens - their interests, needs and perspectives - into the centre of discussion and decision-making around critical issues that affect their lives. The Foundation's advocacy and creative work is central to that mission. With a small team we seek to make an outsize contribution to change in relation to our areas of strategic focus of climate justice, health justice and freedom of expression. Our cross-cutting outcomes are gender equality, small and vulnerable states and young people.

Our international advocacy work takes place across multiple platforms: from our acclaimed *Critical Conversation* series of online, hybrid and live events to delivering the Commonwealth Peoples Forum, which runs alongside the biannual Commonwealth Heads of Government Meeting. We work to bring the voices of civil society to influence policy change through organising events and representation at intergovernmental spaces including the Climate Conference process and Commonwealth Ministerial meetings.

Our creative programming supports and reinforces the Foundation's commitment to providing a platform to amplify the voice of the people of the Commonwealth. This aspect of our work is explicitly directed towards inspiring and connecting storytellers and artists across all regions of the Commonwealth in pursuit of Commonwealth principles and values. It includes the Commonwealth Short Story Prize and other online offerings including our online literary magazine *adda*.

The Foundation has determined that, for us, advocacy and creative are not two distinct strands of our work, rather their co-location within a single programme signifies our commitment to integrating creativity into our advocacy, while at the same time seeking to bring a strong element of advocacy into our creative work within the context of an overall goal of advancing the agenda in our areas of focus. The Senior Programme Officer is critical to advancing this commitment.

### Summary description

The Senior Programme Officer (SPO) will be a key member of the Advocacy and Creative programme team, supporting the Senior Manager and working with the full programme team to ensure full and on-time delivery of programme outputs.

The SPO will have responsibilities across the programme but with a special focus on: (i) leading the integration of creativity into the Foundation's advocacy work including the biannual Commonwealth Peoples Forum; and (ii) managing and delivering the annual Commonwealth Short Story prize and our other online creative content.

As the most senior person in the team after the Senior Manager, the SPO will be required to deputise for the Senior Manager as required.

## **1. Key Accountabilities**

### **1.1. Lead the integration of creativity into our advocacy work**

Working closely with the Senior Manager, the SPO will:

- Be the creative lead for all the Foundation's advocacy work including our *Critical Conversations* online event series
- Lead the development of materials and resources to support Foundation partners in integrating creativity into their own advocacy work.
- Advise colleagues on Foundation-supported funding initiatives that are seeking to use / using creativity as a tool for change.

### **1.2. Manage the Commonwealth Short Story Prize and our online creative content and creative community**

With the administrative support of an intern (expected to be dedicated up to half-time to this function), the SPO will:

- Manage and administer all processes relating to the Prize - from the initial call for submissions through to the announcement of Prize winners - following a clear project management plan.
- Develop and nurture key relationships around the prize including with readers, judges, and external stakeholders in ways that enhance the reputation of the Foundation; build the profile of the Prize; and create future champions.
- Ensure effective communication with all stakeholders for those same purposes.
- (In collaboration with the Foundation's communications team): refine and deliver an effective communications strategy for the Prize; develop content for public dissemination of information related to the prize and plan and execute an online award ceremony.
- Manage the Foundation's online literary work including *adda*, as well as our creative opportunities and communities;
- Manage delegated elements of the Advocacy and Creative programme budget, monitoring budget allocation and expenditure.
- (In collaboration with the Foundation's communications team) Identify platforms and media outlets to raise awareness of the Prize and our other creative output; generate and contribute relevant content for our online and social media platforms; monitor and collect digital data to support our impact analysis.
- Proactively identify areas and processes related to the Prize that can be streamlined and made more efficient through the use of technology.

### **1.3. Lead the creative elements of the Commonwealth Peoples Forum (CPF)**

- Working closely with all members of the CPF core team, the SPO will act as the creative lead for CPF including all preparatory events. In that capacity they will:
- Work with the Content Design Committee to ensure that all preparatory events and CPF itself integrate creativity in ways that help the Foundation meet its strategic goal of using creativity as a tool for positive change. This includes identifying potential partners for consideration by the core team and the Committee.
- Cultivate and nurture relationships with creative delivery partners
- Oversee delivery of creative elements
- Contribute to all post-event evaluation.

### **1.4. Internal collaboration and Whole-of-Foundation support**

- Contribute to the development of the Advocacy and Creative programme's annual (July-June) workplan and budget and work closely with colleagues to ensure its successful delivery.
- Work collaboratively with other Foundation teams and colleagues on cross-programme initiatives around the Foundation's thematic focus areas and cross-cutting priorities, in support of our vision and mission.
- Contribute to the Foundation's monitoring, evaluation and learning (MEL) in compliance with our overall approach and in coordination with the MEL Focal Point.
- Contribute to the Foundation's annual and mid-year reports, compiling quantitative and qualitative data and drafting copy that highlights our impact.
- Contribute to whole-of-Foundation and strategic and long-term planning.
- Perform any other reasonable duties and tasks as requested by the Foundation.

## **2. The Individual**

The SPO will possess all the competencies set out in the 'officers' column of the Foundation's competencies matrix.

They will demonstrate an understanding of, and commitment to the Foundation's vision, mission and values.

The SPO is further expected to demonstrate:

- An understanding of the power of creativity to reinforce advocacy for social change, preferably with experience of using creativity effectively for advocacy purposes.

- Strong experience in project management gained within a comparable field (development, civil society / public advocacy, creative) and a comparable environment (international non-governmental or intergovernmental).
- Experience working with creatives in a range of disciplines and from a range of backgrounds
- Ability to oversee and, where required, to supervise the work of others.
- Appropriate tertiary qualifications or additional experience in lieu of such qualifications.
- Strong communication skills – particularly in pitch, negotiation and persuasion and presentation. Strong written communication skills.
- Evidence of strategic thinking and planning skills.
- A practical, solutions-based mindset.
- Excellent IT and Social Media skills, including Teams, G-Suite and ideally Google Groups