

Job Description

Role:	Programme Officer, Creative Commonwealth
Reports to:	Programme Manager, Creative Commonwealth
Direct Reports:	None

Primary Accountabilities

Creative Commonwealth is the Foundation's cultural initiative: working to inspire and connect storytellers and artists across all regions of the Commonwealth in pursuit of Commonwealth principles and values. The programme has two streams: *Commonwealth Writers* and a *Creative Commonwealth Grants Programme* that supports the strategic nurturing of creative talent throughout the Commonwealth, with a special focus on those countries and regions most in need of support.

The PO will work closely with the Programme Manager and Senior Programme Officer and will have responsibility for several projects across the two streams, often dealing with individuals as opposed to large organisations. The PO will manage [adda](#), Commonwealth Writers online magazine, as well a portfolio of Creative Grants. The PO will, in addition, assist in the delivery of other Creative Commonwealth initiatives including the [Commonwealth Short Story Prize](#) and Commonwealth Writers Conversations (online and physical panel discussions and events that contribute to the Commonwealth Foundations Vision and Mission). The PO will also contribute to supporting the overall programme in areas such as communications, outreach and website administration. The Short Story Prize will also be supported by the Programme Officer.

Key Accountabilities

Support the delivery of the Creative Commonwealth Programme and Commonwealth Foundation cross-team projects

1. Assist SPO where needed in the delivery of the Commonwealth short Story Prize

Project Management – Creative Grants

1. Provide support to identified individuals and organisations to strengthen their project proposals and design.
2. Monitor implementation of projects throughout the project lifecycle.
3. Guide grantees to ensure their compliance with all requirements including monitoring, budget allocation, and expenditure
4. Prepare other reports as required
5. Assist in the preparation of other communication materials relevant to the project including blogs, videos, policy briefs
6. Working with other members of the CC team, develop and facilitate learning exchanges among all grant partners within the initiative: where appropriate bringing partners together with the government officials and other decision



- makers in ways that encourage learning and change.
7. Assess and document project outcomes in accordance with the Foundation's Monitoring, Evaluation and Learning (MEL) approach, with guidance from the MEL Officer.
 8. Support grantees in accessing policy spaces and advocacy platforms

Project Management - adda

Working with the Programme Manager, manage and administer all processes relating to adda. Specifically:

1. Manage the two open calls for submissions, that will focus on the Foundations target areas of Climate Change, Freedom of Expression or Health.
2. Identify and select up to four guest Editors for the two editions, from targeted regions across the Commonwealth, and to support the Editors in the selection process of writers, editors and illustrators.
3. Manage contracts, budgets and the publication process, following a clear project management plan and process.

Communications - including online

1. Collaborate with the Creative Commonwealth team and the Communications team to develop and execute a cohesive communications strategy for Creative Commonwealth.
2. Help identify platforms and media spaces to raise awareness of Creative Commonwealth and its work
3. Collaborate with the Creative Commonwealth team to generate and contribute content to the Creative Commonwealth / Commonwealth Writers website.
4. Help generate ideas for Twitter, Facebook and other social media channels aimed at advancing the goals of the Programme.

THE INDIVIDUAL

The PO (CC) will possess all of the competencies set out **in the attached annex** under the 'officers' column. The PO (CC) will also demonstrate an understanding of, and commitment to the Foundation's vision, mission and values.

In relation to position-specific skills, the PO (CC) will have:

- Experience in project / grants portfolio management gained within a comparable field (development / creative industries).
- Experience editing and working with writers
- Understanding of the Foundation's broad operating environment (international non-governmental or intergovernmental),
- Appropriate tertiary qualifications or additional experience in lieu of such qualifications
- Excellent communication skills for a diverse range of audiences

The PO will also possess:

- A practical, solutions-based mindset.
- Experience working with creatives in a range of disciplines, preferably also outside the UK
- Excellent IT and Social Media skills

