

Job Description

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

Creative Commonwealth

Creative Commonwealth is the Commonwealth 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](#) is home to the [Commonwealth Short Story Prize](#), the world renowned writing competition, and [adda](#), our online literary magazine. A *Creative Commonwealth Grants Programme* nurtures creative talent throughout the Commonwealth, with a special focus on those countries and regions most in need of support.

Primary Accountabilities

The Programme Officer (PO) will work to deliver Creative Commonwealth initiatives. In particular, the PO will assist the delivery of the Commonwealth Short Story Prize and Creative Conversations (culturally themed panel discussions and events that contribute to the Commonwealth Foundation's [Vision and Mission](#)). The PO will also support the Programme in areas such as communications, outreach and online administration.

The PO will be required to both take responsibility for projects individually and also work closely with the Programme Manager and another Programme Officer.

Key Accountabilities

Project Management – Commonwealth Short Story Prize

Working with the Programme Manager, the Programme Officer will:

- Manage and administer all processes relating to the Prize, from the initial call for submissions through to the announcement of Prize winners;
- Follow a clear project management plan and process throughout the Prize cycle;
- Identify, select, invite Prize Chairs and Judges. Develop and manage these relationships in order to build the profile of the Prize and to develop a team of ambassadors for future support;
- Regularly communicate with key stakeholders including the Chair, Judges and entrants;

- Co-ordinate and manage the long listing process, including generating significantly more entries from countries with low numbers of entries;
- Co-ordinate the outreach campaign to publicise the shortlist, regional and overall winners;
- Co-ordinate and manage the announcement of the overall winner.

Communications

Working with the Creative Commonwealth team and the Foundation's Communications team, the Programme Officer will help to:

- Deliver a cohesive communications strategy for Creative Commonwealth;
- Identify platforms and media spaces to raise awareness of Creative Commonwealth and its work;
- Generate and contribute Creative Commonwealth content for the Foundation's website;
- Generate ideas and content for the Foundation's social media channels.
- Monitor and collect digital data for the Creative Commonwealth team.

The Programme Officer will support Creative Commonwealth in areas such as communications, outreach, and monitoring and evaluation. The PO will also support the delivery of Creative Commonwealth and Commonwealth Foundation cross-team projects, including Creative Conversations and other events.

The Individual

The Programme Officer will possess all of the competencies set out in the [attached annex](#) under the 'officers' column. They will also demonstrate an understanding of, and commitment to, the Foundation's vision, mission and values.

In relation to position-specific skills, the Programme Officer will have:

- Experience in project management gained within a comparable field (development / creative industries);
- Experience working with creatives in a range of disciplines and from a range of backgrounds;
- A good understanding of the Foundation's operating environment (preferably gained through exposure to international non-governmental or intergovernmental settings);
- Appropriate tertiary qualifications or additional experience in lieu of such qualifications;
- Excellent communication skills for a diverse range of audiences.

The Programme Officer will also possess:

- A practical, solutions-based mindset;
- Excellent IT and Social Media skills.