

Job description

Role:	Senior Manager, Advocacy and Creative Programme
Reports to:	Deputy Director-General
Direct Reports:	2 Senior Programme Officers; 2 Programme Officers; 2 interns

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 outside 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 for 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 Foundation's two platforms for writers - the Commonwealth Short Story Prize and the online magazine *adda* - as well as a *Creative Grants Programme* that supports the strategic nurturing of creative talent with a special focus on those countries and regions most in need of support.

While advocacy and creative are two distinct strands of our work, their co-location within a single programme signifies the Foundation's 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 Manager is critical to advancing this commitment.

Summary description

The Senior Manager will have overall responsibility for the Advocacy and Creative Programme: supervising staff; overseeing the delivery of the workplan; and ensuring that the work supports, complements and reinforces the Foundation's overall programme of work and strategic direction. The Senior Manager will provide high-level advice and support to the Directorate on whole-of-Foundation issues as well as matters falling within the programme.

As a member of Foundation's Senior Management team, the Senior Manager will actively contribute to ensuring the Foundation is working towards its vision and mission and in full accordance with its values.

KEY RESPONSIBILITIES

The major responsibility of the Senior Manager is to lead and nurture a team that delivers real impact for the people of the Commonwealth within our core areas of focus, weaving together the two strands of advocacy and creative to help effect positive change.

Specific responsibilities include:

1. Programme and Activity Management

- Manage the team's portfolio, ensuring the effective and timely delivery of the workplan.
- Lead all planning processes for the team including annual planning.
- Manage the budget: monitoring budget allocation and expenditure and aligning internal team resources to meet or exceed operating and strategic goals.
- Ensure that all procedures required for the implementation of the workplan are fit for purpose, uniformly applied, carefully monitored and regularly reviewed.
- Establish and maintain systems of oversight, information collection, and analysis appropriate to requirements relating to quality control, reporting, monitoring, evaluation and learning.
- Ensure final quality control over all deliverables including all internal and external reporting.
- Identify and cultivate relationships with key external partners to advance the Foundation's advocacy and creative work.
- Ensure that Foundation cross-cutting priorities (gender, young people and our commitment to the Commonwealth's small and vulnerable countries) are appropriately integrated into all aspects of the Programme's work and procedures including M&E systems and reporting.

2. People management

- Lead and manage the team as a coherent and united unit, providing guidance, coaching and support to members to ensure they contribute fully to the effective delivery of the workplan and meet their commitment to the Foundation's general advancement.
- Develop and refine performance criteria in close collaboration with the Directorate; continuously evaluate team member performance, taking pre-emptive action to address any issues or problems; monitor professional development needs of team members and oversee implementation of development plans.
- Ensure all team members understand and live out the Foundation's values.

3. Internal collaboration and cooperation

- Lead on ensuring that the Foundation's advocacy and creative work is woven together in a way that advances our overall mission.
- Actively collaborate with the wider Foundation, most especially the Civil Society Programme: harmonising grant-making with our advocacy and creative work in ways that enhance our overall effectiveness.

4. Strategic support to the Directorate

- Provide high-level advice and support to the Directorate aimed at ensuring that the Foundation is consistently working towards its mandate and mission and in full accordance with its values.
- Actively and creatively contribute to strategic planning and long-range thinking.
- Monitor risks, advising the Directorate on risks and risk management / mitigation.
- Represent the Directorate at official meetings and events as required.

Perform any other reasonable duties and tasks as requested by the Foundation.

THE INDIVIDUAL

The Senior Manager will possess all of the competencies set out in the attached annex under the 'managers' and 'officers' columns.

The Senior Manager will also demonstrate an understanding of, and commitment to the Foundation's vision, mission and values.

The Senior Manager is further expected to demonstrate:

- Strong knowledge of international development and international diplomacy, preferably gained across multiple environments and/or within our key thematic areas.
- Extensive experience in project or programme leadership/ advocacy and event management gained within a comparable field (development, civil society / public advocacy, creative) and a comparable environment (international non-governmental or intergovernmental).
- An understanding of the power of the arts to bring about social change and/or experience of using the arts for advocacy purposes.
- A demonstrated capacity to lead and nurture high-performing teams.
- Appropriate tertiary qualifications or additional experience in lieu of such qualifications.
- High-level communication skills – particularly in pitch, negotiation and persuasion and presentation. Strong written communication skills.
- Evidence of high-level strategic thinking and planning skills.
- A highly practical, solutions-based mindset.