



Job description

Role: **Senior Programme Officer (SPO), Advocacy
Advocacy & Creative Programme**

Reports to: **Senior Programme Manager (SPM), Advocacy & Creative**

The [Commonwealth Foundation](#) is committed to bringing Commonwealth civil society and its 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 priorities are gender equality, small and vulnerable states and young people.

Our international advocacy work takes place across multiple platforms: we run the acclaimed [Critical Conversations](#) series of events; we deliver the [Commonwealth People’s Forum](#), which runs alongside the biennial Commonwealth Heads of Government Meeting (due to be hosted by Samoa in October this year); and we work to bring the voices of civil society to influence policy through organising high-level events and representation at intergovernmental and multilateral spaces, including the Commonwealth Ministerial meetings and the UN Climate Conference process. As an intergovernmental organisation, we are highly strategic in our advocacy, anchoring our work in the values and principles of the [Commonwealth Charter](#) and amplifying the voices of Commonwealth citizens to push for change. Since the 2022 People’s Forum in Rwanda, we have also been building an [online community](#) to connect civil society advocates and change-makers from across the Commonwealth.

The Foundation has recently brought together our Advocacy and Creative programmes, recognising how creativity and the arts can be a powerful force for change. This newly merged programme will further integrate creativity into our advocacy while at the same time seeking to bring a stronger element of advocacy into our creative work, providing space for Commonwealth artists and storytellers to speak and be heard on issues that matter to them and their communities.

Summary description

The **Advocacy Senior Programme Officer** (Advocacy SPO) will have primary responsibility for advancing the Foundation’s international advocacy agenda around our three thematic areas of focus – climate justice, health justice and freedom of expression – working as part of a six-person team under the direction of the Advocacy and Creative Senior Programme Manager (SPM).

The Advocacy SPO will contribute to the strategic development of the Foundation's advocacy workstream and take the lead in delivering agreed key objectives, including our *Critical Conversations* event series, the biennial Commonwealth People's Forum, our engagement in policy spaces, and nurturing our online civil society community.

The Advocacy SPO will also lead on our intergovernmental liaison and external outreach, establishing and maintaining productive working relations with the Commonwealth Secretariat and other external partners and stakeholders.

Beyond the Advocacy and Creative Programme, the SPO will work collaboratively with the wider team and be involved in other areas of the Foundation's work relevant to their experience and expertise and organisational requirements.

KEY RESPONSIBILITIES

1. Programme, Project & Partnerships Management

- Contribute to the strategic development of the Foundation's Advocacy and Creative programme, refining existing systems, processes and approaches and shaping new ones, aligning with the Foundation's overall vision, mission and current strategic results framework.
- Contribute to the development of the Advocacy and Creative programme's annual (July-June) workplan and budget.
- Deliver on agreed annual advocacy objectives to the highest possible standard, carefully managing spending of delegated parts of the programme budget.
- Lead on the design, delivery, synthesis, monitoring and evaluation of our *Critical Conversations* event series, leveraging event insights to develop policy positions and advocacy outcomes.
- Contribute to the planning and delivery of the Foundation's flagship biennial event, the Commonwealth People's Forum.
- Lead on the planning, delivery and evaluation of our engagement in policy spaces, aligning the Foundation's advocacy work with Commonwealth ministerial meetings and other relevant intergovernmental and multilateral forums.
- Nurture our online community and identify opportunities to strengthen our advocacy work and provide more platforms for civil society and cultural change-makers to engage and influence Commonwealth institutions and Member States.
- Lead on our intergovernmental liaison and external outreach, establishing and maintaining productive working relations with the Commonwealth Secretariat and other external partners and stakeholders to advance the objectives of the programme.
- Possess and further develop an in-depth understanding of policies, strategies and current debates around the Foundation's thematic focus areas and cross-cutting priorities.
- Ensure that the Foundation's cross-cutting priorities – gender equality, small and vulnerable states and young people – are appropriately integrated into all aspects of our advocacy work.

2. Internal collaboration and cooperation

- Work closely with colleagues in the Advocacy and Creative team to successfully deliver the annual Advocacy and Creative workplan under the guidance of the SPM.
- Leverage experience and expertise to mentor the Advocacy Programme Officer and interns in specific areas of their work.

- Work collaboratively with the Foundation’s Communications team on outreach and delivery of the advocacy objectives and activities.
- Work collaboratively with other Foundation teams and colleagues to develop cross-programme advocacy strategies 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 advocacy impact.

3. Whole of Foundation support

- Contribute to whole-of-Foundation initiatives and to strategic and long-range planning.
- Perform any other reasonable duties and tasks as requested by the Foundation.

THE INDIVIDUAL

The SPO will possess all of the competencies set out in the Foundation’s Competency Framework under the ‘officers’ column.

The SPO will demonstrate an understanding of, and commitment to the Foundation’s vision, mission and values.

The SPO is further expected to demonstrate:

- At least three years of international advocacy experience, preferably in one or more of our three areas of focus (climate justice, health justice, freedom of expression)
- Extensive experience in project / programme management gained within a comparable field (development, civil society support, advocacy) and a comparable operating environment (international non-governmental or intergovernmental)
- Demonstrable ability to plan and deliver events both online and in-person
- Excellent written and verbal communication skills, with proven ability to synthesise insights and draft policy positions and speak to a wide range of audiences
- Clear understanding of the workings of intergovernmental policy spaces
- Knowledge of the Foundation’s areas of strategic focus and cross-cutting priorities
- Appropriate tertiary qualifications or additional experience in lieu of such qualifications
- A solutions-based mindset, with capacity to think strategically and practically
- Appreciation of diplomacy and its operation in an intergovernmental context
- Excellent IT and social media skills, including Teams, G-Suite and ideally Google Groups