



Job description

Role: Programme Officer (PO) 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: 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 Commonwealth Short Story Prize and other online offerings

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 **Programme Officer (PO)** will be part of a five-person team, working under the direction of the SPM to advance the Foundation's advocacy and creative work across and around our three thematic areas of focus.

The PO will be responsible for specific assigned areas of work including around our *Critical Conversations* event series, the biennial Commonwealth People's Forum, our engagement in policy spaces, and our online civil society community. The PO will also support our intergovernmental liaison and external outreach, maintaining productive working relations with the Commonwealth Secretariat and other external partners and stakeholders. As a member of the team, the PO will actively contribute to the synthesis of creativity into our advocacy work, also supporting the Programme's creative output as required.

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

Key responsibilities include:

- Contribute to the development of the Advocacy and Creative Programme's annual workplan and budget.
- Deliver on agreed annual objectives to the highest possible standard, carefully managing spending of delegated parts of the programme budget.
- Contribute to the design, delivery, synthesis, monitoring and evaluation of our online and in-person advocacy events, working with the Creative Lead to ensure full integration of creativity into our work.
- Contribute to the planning and delivery of the Foundation's flagship biennial event, the Commonwealth People's Forum, as a member of the core team.
- Support the planning, delivery and evaluation of our engagement in other Commonwealth and global policy spaces.
- Develop a capacity to provide back-up support for the delivery of the Foundation's creative output, including the Commonwealth Short Story Prize.
- Assist in the development and implementation of cross-programme advocacy strategies, in collaboration with the other Foundation programmes, providing a platform for civil society to engage and influence Commonwealth institutions and Member States.
- Maintain relationships with key external stakeholders and assist in building strong working relationships with partners and other Commonwealth organisations aligned with the Foundation's values and mission.
- Develop a good understanding of policies, strategies and ongoing debates around the Foundation's thematic focus areas and cross-cutting priorities through ongoing research.
- Work collaboratively to ensure the Foundation's cross-cutting priorities are appropriately integrated into all aspects of our programme work.
- Work collaboratively with the Foundation's Communications team on outreach and delivery of the advocacy objectives and activities.

- Support with the management of our Online Discussion Forum community.
- Contribute to the Foundation's monitoring, evaluation and learning (MEL) workstream 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.
- Perform any other reasonable duties and tasks as requested by the Foundation.

Person Specification

The PO will possess all the competencies set out in the Foundation's Competency Framework under the 'officers' column.

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

The PO is further expected to demonstrate:

- Experience in project and/or programme and/or event management gained within a comparable field (development, economic/social/political advocacy) and a comparable operating environment (international non-governmental or intergovernmental)
- Appropriate tertiary qualifications or additional experience in lieu of such qualifications
- Experience of delivering events, both online and in-person
- Skills in policy analysis and experience of delivering advocacy campaigns
- Excellent communication skills applied to a diverse range of audiences
- Excellent IT and social media skills, including Teams, G-Suite and ideally Google Groups
- Experience in monitoring and evaluation
- Appreciation of diplomacy and its operation in an intergovernmental context
- A practical, solutions-based mindset and ability to exercise responsible independence