



## **JOB DESCRIPTION**

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<b>Role:</b>	<b>Senior Manager, Advocacy and Creative Programme</b>
<b>Reports to:</b>	<b>Deputy Director-General</b>
<b>Direct Reports:</b>	<b>One Senior Programme Officer; two Programme Officers; two graduate interns (5)</b>

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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 aim to make an outsized 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 People's Forum, which runs alongside the biennial Commonwealth Heads of Government Meeting. We work to bring the voices of civil society to influence policy change through organising events and ensuring representation at intergovernmental spaces including United Nations Climate Conferences 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 our online magazine *adda*— as well as a Creative Grants Programme that supports the strategic nurturing creative talent, with a particular focus on those countries and regions most in need of support.

The Senior Manager plays a pivotal role in delivering the Foundation's commitment to creative advocacy: embedding creative thinking and practice into our advocacy strategies, while also ensuring our creative initiatives are grounded in a clear agenda for change. The Senior Manager will be instrumental in driving this integration, ensuring that creativity and advocacy are mutually reinforcing in advancing the Foundation's thematic priorities.

## **SUMMARY DESCRIPTION**

The Senior Manager will have overall responsibility for the Advocacy and Creative Programme: supervising staff; overseeing the delivery of the workplan, adapting it in response to changes in the operating environment; 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.

Specific responsibilities include:

### **1. Programme and Activity Management**

- Line-manage and support the growth of a team working across creative production, campaigns, and policy engagement, ensuring the effective and timely delivery of the workplan.
- Lead the strategic development and delivery of the Foundation's creative advocacy approach, aligning with organisational priorities.
- Promote and guide the integration of creative and advocacy practices, fostering innovation and experimentation across projects of the programme.
- Ensure all programming maintains diplomatic awareness and effectively balances stakeholder interests.
- Lead all planning processes for the team including annual planning.
- Manage the budget: monitoring budget allocation and expenditure and aligning internal resources to achieve 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.
- Provide mentoring and capacity-building for team members, especially in the areas of strategy, storytelling, and advocacy frameworks
- 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**

- Ensure 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: (i) the Commonwealth Civil Society Programme: harmonising grant-making with our advocacy and creative work in ways that enhance our overall effectiveness; and (ii) the Knowledge, Learning and Communications Team to amplify work through public channels, including digital platforms, exhibitions, and media engagement.

## **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.
- Anticipate, assess, and manage political risks associated with the Foundation's Advocacy and Creative Programme, advising the Directorate on 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 the competencies set out in the Foundation's Competency Bank framework under the 'managers' and 'officers' columns.

The Senior Manager will uphold and model the Foundation's vision, mission and values, promoting ethical and respectful ways of working across diverse cultural and political contexts. They will demonstrate a clear understanding and appreciation of the space that the Foundation occupies between Member States and Commonwealth civil society – including the complex risks that may arise in that context.

The Senior Manager will also 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.
- Experience with conceiving and executing creative campaigns and familiarity with tools.
- Use of participatory and artistic methods (e.g., theatre, film, spoken word) to promote social change.
- 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.