

JOB DESCRIPTION

Senior Programme Manager, Advocacy and Creative Programme

Band:	Senior Manager
Programme:	Advocacy and Creative
Reports to:	Deputy Director-General
Direct reports:	One Senior Programme Officer, Two Programme Officers, Two Programme Assistants
Location:	London, UK

1. Role purpose

The Advocacy and Creative (A&C) programme brings together advocacy and creative practice to amplify citizens' voices and strengthen civic participation across the Commonwealth. Through high-profile policy forums, including the Commonwealth People's Forum and *Critical Conversations* event series, alongside creative initiatives such as the Commonwealth Short Story Prize and *adda* magazine, the programme connects civil society, policymakers and creative communities to influence Commonwealth priorities and champion open civic space.

The Senior Manager, Advocacy and Creative, leads the strategic and operational delivery of the programme. They will ensure the programme is delivered effectively, aligning activities with the Foundation's priorities and integrating advocacy and creative approaches. The role combines strategic leadership with overall accountability for key programme areas and responsibility for driving consistent performance. A key responsibility is the successful design and delivery of the *Commonwealth People's Forum*. The postholder will embed creative approaches across the Foundation's work.

As a senior leader, the postholder is responsible for effective people management, team development and programme delivery. The role requires confidence in working with diverse internal and external stakeholders across a range of international contexts, together with the ability to adapt quickly and respond effectively to an evolving environment.

This is an opportunity to shape one of the Foundation's flagship programmes, working at the intersection of advocacy and creativity to strengthen civic participation and amplify diverse voices across the Commonwealth.

2. Key responsibilities

- Strategic leadership and direction of the Advocacy and Creative programme
- Programme management and delivery

- People leadership and team management
- Stakeholder engagement and partnerships

3. Specific role requirements

1. Strategic leadership and direction of the Advocacy and Creative programme

- Set the strategic direction for the Advocacy and Creative programme, aligned with organisational priorities
- Lead integrated advocacy and creative delivery, embedding, for example, storytelling or creative partnerships and learning across programmes including grants and cross-foundation work
- Translate strategy into a clear and accountable delivery plan, ensuring pace, consistency and impact
- Oversee the *Commonwealth People's Forum*, ensuring effective end-to-end delivery in partnership with host governments and stakeholders
- Adapt the programme in response to evolving contexts, while driving innovation and maintaining focus on impact
- Contribute as an active member of the Senior Management Team, supporting organisation-wide leadership and decision-making

2. Programme management and delivery

- Lead the development and ongoing management of the programme's workplan, working with the team to set priorities, define deliverables, allocate responsibilities, monitor progress and adapt plans to ensure effective and timely delivery.
- Maintain visibility of key outputs (e.g. *Commonwealth People's Forum*, *Short Story Prize*, digital content), intervening as needed to ensure delivery to standard
- Ensure strong integration across advocacy and creative workstreams, maximising coherence and impact
- Lead the end-to-end delivery of the *Commonwealth People's Forum*, ensuring effective planning, coordination and partnership with host governments and key stakeholders
- Establish and oversee monitoring, evaluation and learning (MEL) frameworks to track impact, capture learning and inform continuous improvement
- Hold overall accountability for programme budget planning, management and forecasting, ensuring effective use of resources and strong financial oversight

3. People leadership and team management

- Lead and manage the team, providing clear direction, effective workload planning and accountability for delivery
- Build and sustain a cohesive, inclusive and high-performing team culture
- Oversee performance management, coaching and professional development to support individual and team growth
- Allocate and delegate work effectively, aligning responsibilities with priorities, strengths and development needs
- Monitor progress against agreed priorities and milestones, taking action to address risks and barriers to delivery

- Maintain effective team rhythms (one-to-ones, team meetings, performance reviews) to support delivery and continuous improvement
- Act as a visible role model for organisational values, ensuring alignment with the Code of Conduct

4. Stakeholder engagement and partnerships

- Develop and maintain strategic relationships with partners, contributors and stakeholders across the Commonwealth
- Ensure effective engagement with civil society, creatives and institutional actors
- Represent the Foundation in external forums and high-level engagements

Undertake any other duties commensurate with the role, as may reasonably be required to support the Foundation's objectives

Person Specification

Essential criteria

Job-Specific Competencies

- Demonstrated strategic leadership, delivering complex programmes from design through to implementation and outcomes.
- Ability to integrate advocacy, engagement and creative approaches into programme design and delivery.
- Strong people leadership skills, with experience building, developing and leading high-performing teams.
- Excellent communication, negotiation and influencing skills, with the ability to represent the organisation effectively at senior levels.
- Sound judgement, risk management and decision-making skills, particularly in complex or high-profile contexts.

Knowledge & Experience

- Significant experience leading programmes, projects and high-profile events within a comparable international, public or not-for-profit environment.
- Experience managing budgets, resources and organisational priorities to achieve strategic objectives.
- Confident working in hybrid and digital environments, with strong IT skills, particularly Microsoft Office, SharePoint and Teams.

Personal Qualities

- Demonstrated commitment to integrity, organisational values and cultural awareness, acting as a role model and upholding expected behaviours.