APPLICANTS INFORMATION PACK

SENIOR PROGRAMME OFFICER (CREATIVE)

Thank you for your interest in joining the Commonwealth Foundation.

This is an exciting time to join the organisation as we implement our new 2026–2031 Strategy. The strategy strengthens our focus on freedom of expression, economic inclusion and climate and environmental justice, while bringing advocacy and creative practice together in new ways to increase our impact across the Commonwealth.

As Senior Programme Officer (Creative), you will play a key role in delivering creative projects and initiatives, managing relationships with writers, artists and partners, and ensuring the effective coordination of programme activities. Working closely with colleagues across the Foundation, you will contribute creative perspectives to advocacy platforms and help strengthen engagement with creative communities across the Commonwealth.

About the Commonwealth Foundation

The Commonwealth Foundation is an intergovernmental organisation mandated by its member countries to advance the interests of Commonwealth civil society.

Upholding a firm commitment to the principles and ideals of the Commonwealth, the Foundation seeks to nurture the growth of vibrant and free societies: championing the active and constructive participation of people in all aspects of governance. Our vision is a Commonwealth of equal, just and inclusive societies where everyone can live in dignity and freedom. Our 2026-2031 strategy will strengthen our focus on:

- Freedom of expression
- Economic inclusion
- Climate and environmental justice

Values

Our work is guided by the principles of the Commonwealth Charter and the following values:

- Integrity
- Respect
- Professionalism
- Innovation
- Plurality of thought and expression
- Collaboration

About the Advocacy and Creative Programme

The Advocacy and Creative Programme brings together advocacy and creative practice to amplify citizens' voices, strengthen civic participation and promote open civic space across the Commonwealth. Recognising the power of creative expression to make complex issues more accessible and engage new audiences, the programme integrates storytelling, dialogue and creative collaboration into the Foundation's wider advocacy work.

Through high-profile platforms such as the Commonwealth People's Forum, Critical Conversations and engagement in international policy processes, the programme connects civil society, policymakers and creative communities to foster dialogue, inform policy discussions and strengthen government accountability. These platforms create opportunities for citizens' voices to inform Commonwealth priorities and decision-making.

The programme also leads the Foundation's creative initiatives, including the Commonwealth Short Story Prize and *adda*, our online literary magazine. By supporting emerging writers, storytellers and artists from across the Commonwealth, the programme celebrates diverse perspectives, nurtures creative talent and demonstrates the important role creativity plays in advancing inclusion, dialogue and democratic participation.

Working at the Foundation

The Commonwealth Foundation is a small, international organisation where collaboration, flexibility and initiative are highly valued.

We work across programmes and teams, responding to changing priorities while maintaining a strong focus on our strategic objectives. Staff work with colleagues and partners from across the Commonwealth and are encouraged to contribute ideas, build relationships and work collaboratively across disciplines.

We operate a hybrid working model. Staff currently attend our London office at least five days per fortnight, including Wednesdays as an all-staff day. Flexible working arrangements can be discussed during the recruitment process.

Our benefits

Our competitive benefits package includes:

- 30 days annual leave, plus public holidays and privilege days
- Hybrid and flexible working arrangements
- Private medical and dental insurance
- Life Assurance
- Enhanced sick pay
- Enhanced family leave and pay
- Learning and development opportunities
- A supportive and inclusive working environment

Recruitment process
To apply, please submit:

- A **CV**, and
- A **supporting statement** clearly demonstrating how your experience and skills align with the key responsibilities and essential criteria outlined in the person specification

We encourage candidates to use the STAR method (Situation, Task, Action, Result) to structure examples in both their supporting statement and interviews.

Our recruitment process typically comprises **three stages**:

Shortlisting
Applications are assessed by a panel of at least two people using a structured scoring matrix against the essential criteria, based on your CV and supporting statement.

First-stage interview (online)
Shortlisted candidates will be invited to an initial interview (typically via Microsoft Teams) with a panel of three. Questions will explore your experience against the key role responsibilities and essential criteria.

Second-stage interview (usually in person)
Successful candidates will be invited to a second stage, typically in person, in our office in Central London. This may include a practical task alongside further panel questions.

We apply consistent and structured scoring methods at each stage to ensure a fair and transparent process.

Due to the volume of applications, we may not be able to provide individual feedback at the shortlisting stage. However, we aim to provide feedback to candidates following interview.

To be considered for the role, **candidates must have the right to work in the UK.** You will be asked to confirm your right to work as part of the application process. All our offers of employment are subject to relevant pre-employment checks.

Accessibility and reasonable adjustments
We are committed to ensuring our recruitment process is accessible and inclusive. If you require reasonable adjustments at any stage, we encourage you to contact us.

Please contact our Recruitment team at cf-recruitment@commonwealth.int
We will work with you to provide appropriate support.

Equity, diversity and inclusion

We strongly encourage you to apply even if you do not meet every essential criterion. We recognise that candidates bring a range of relevant and transferable experience and welcome applications from people with diverse backgrounds and experiences.

The Commonwealth Foundation values diversity of thought, background, identity and experience, recognising that inclusive teams strengthen organisational effectiveness and impact.

We are committed to creating an inclusive working environment where difference is respected, contributions are valued, and everyone is supported to thrive. We particularly encourage applications from individuals from historically marginalised and underrepresented groups.

All staff are expected to uphold the Foundation's values and behaviours, as set out in the Behavioural Competency Framework.

Key contacts

For any queries regarding the recruitment process, please contact our Recruitment team at cf-recruitment@commonwealth.int

Privacy Notice

The Commonwealth Foundation will process the personal information you provide as part of your application for recruitment and employment-related purposes. We are committed to safeguarding your personal data and handling it in accordance with applicable data protection requirements and our Privacy Policy. Further details are available on the Foundation's website.

Thank you for your interest in this role and in joining the Foundation.

The Recruitment Team