

JOB DESCRIPTION

Job title: Senior Programme Officer (Creative)

Band:	Senior Officer
Programme:	Advocacy and Creative
Reports to:	Senior Programme Manager
Direct reports:	None
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 Programme Officer (Creative) plays a key role in delivering the Foundation's creative portfolio, ensuring high-quality, timely and well-coordinated programme delivery. The postholder works closely with writers, artists, partners and colleagues across the Foundation to deliver creative outputs, contribute creative perspectives to advocacy activities, and strengthen engagement with creative communities across the Commonwealth.

2. Key responsibilities

- Creative programming
- Integrating creativity into advocacy
- Programme coordination and delivery
- Stakeholder engagement and relationship management
- Team collaboration and support

3. Specific role requirements

1. Creative programming

- Under the supervision of the Senior Programme Manager, lead the end-to-end delivery of the Commonwealth Short Story Prize, including planning, budgeting, scheduling and programme coordination.
- Coordinate the judging process and manage relationships with readers, judges, writers, translators, editors and prize partners.
- Under the supervision of the Senior Programme Manager, lead the development and publication of *adda*, our online literary magazine, and other creative content that amplifies the role of creativity and supports the Foundation's strategy
- Build and manage relationships with editors, judges and partners.
- Coordinate the Commonwealth Poet Laureate's engagement with Foundation activities, working closely with the Senior Programme Manager.
- Ensure successful delivery of outputs to agreed quality standards

2. Integrating creativity into advocacy

- Contribute creative elements into advocacy activities, including the *Commonwealth People's Forum*, taking the lead in conceptualisation, stakeholder management and execution, with the team's support.
- Ensure storytelling and creative content are integrated into events and outputs
- Contribute to creative programme outputs that amplify civil society voices

3. Programme coordination and delivery

- Coordinate programme workplans, timelines and deliverables across advocacy activities
- Monitor progress and identify risks, challenges and mitigation measures
- Support monitoring, evaluation, learning and reporting processes
- Support knowledge-sharing, onboarding and continuity across programme activities where appropriate

4. Stakeholder engagement and relationship management

- Build and nurture relationships with writers, artists, partners and contributors across the Commonwealth
- Coordinate engagement and communications with civil society stakeholders.
- Support engagement at events and programme activities

5. Team collaboration and support

- Support the Senior Programme Manager in day-to-day programme delivery
- Contribute to the development and delivery of the programme workplan and budget
- Work collaboratively across Foundation teams to support integrated programme delivery
- Support reporting processes, including compiling data and drafting content to evidence impact
- Provide day-to-day guidance to Programme Officers, interns or temporary project support, where appropriate.
- Support cross-Foundation initiatives and strategic planning activities where appropriate

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

Person Specification

Essential criteria

Experience and knowledge

- Professional knowledge of programme delivery in creative or international contexts, including how creativity can support social change
- Experience working in an international, not-for-profit or intergovernmental environment
- Experience delivering complex projects or programmes with multiple stakeholders and deadlines (e.g. events, awards, content initiatives)
- Experience building effective relationships with internal and external stakeholders across diverse contexts

Skills and abilities

- Process-driven, systematic and able to manage programmes strategically, considering the Foundation's vision, strategy and operating context
- Ability to work proactively in a fast-paced environment, adapting to changing priorities, identifying risks and recommending solutions and workarounds to challenges or roadblocks
- Confident working in hybrid and digital environments, with strong IT skills (e.g. MS Office, Teams) and familiarity with digital and social media platforms

Personal qualities

- Demonstrated commitment to the Foundation's values, cultural awareness and expected behaviours, acting with integrity, professionalism and respect for others