

## Job Description

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<b>Role:</b>	Programme Officer, Writers
<b>Reports to:</b>	Programme Manager, Writers
<b>Direct Reports:</b>	None

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### Primary Accountabilities

Commonwealth Writers ([www.commonwealthwriters.org](http://www.commonwealthwriters.org)) aims to strengthen civic voice and shape public discourse through creative expression by less heard voices . The purpose of this role is to manage projects that fit within this social change sphere.

The role will work closely with the Programme Manager and Senior Programme Officer and will have responsibility for several projects, often dealing with individuals as opposed to large organisations. The three main areas of the programme are: Short Story Prize, Craft Development and Transformative Spaces, which include; conferences, literary and film festivals. Under these areas key projects include supporting narratives of less hard voices and promoting them on Commonwealth Writers and partner platforms. The platforms are varied and include electronic and printed publications. To support these different areas, communications, administration of the Writers website and engaging in social media will provide a substantial portion of this role. The Short Story Prize will also be supported by the Programme Manager.

### Key Accountabilities

#### Project Management - General

1. To manage projects from concept to delivery in the international literary field which includes a variety of genres, and all aspects of storytelling. For example, supporting the translation project on Kiswahili, coordinating *adda*, and working with partners such as Granta.

## **Project Management - Short Story Prize**

*To work with the Senior Programme Officer:*

1. To manage and administer all processes relating to the prize, from initial call for submissions to announcement of prize winners. Following a clear project management plan and process.
2. To identify, select, invite Chairs and Judges and establish, develop and manage these relationships, in order to build the profile and to develop a team of ambassadors for support.
3. To co-ordinate and manage the long listing process and liaise with the Chair and judges, including generating significantly more entries from countries with low numbers of entries.
4. To co-ordinate the campaign to publicise the shortlist, regional and overall winners
5. To co-ordinate and manage the final announcement

## **Communications - including online**

1. To work with the Writers team and the Programme Officer for Communications to develop and execute a cohesive communications strategy for Writers.
2. In coordination with the Knowledge, Learning and Communications team, to identify platforms and media spaces to help raise awareness of Commonwealth Writers, its projects and advance less heard narratives
3. To work with the Programme Manager and Senior Programme Officer to generate and contribute content to the Commonwealth Writers website.
4. To generate ideas for Twitter and Facebook.
5. In coordination with the Programme Officer for Communications, to work closely with website provider on any online improvements, adjustments and the online SSP judging portal to maximise efficiency of the judging process and ways technology can be further harnessed.
6. Working closely with the Intern to ensure online activities, particularly social media, are undertaken correctly to maximise the benefits for Commonwealth Writers

## **Common Accountabilities**

1. Given the strong focus on gender equality in the Foundation's strategic plan 2017-2021, will support all efforts to integrate gender equality and its intersectionality into own programme area of work. Will work with the Programme Manager, Participatory Governance and Gender to ensure "Gender Integration Guidelines" are fully adhered to.
2. Works with the Programme Manager, Commonwealth Writers, to manage all the contracting needs of third party/service providers. Ensures the complete process is undertaken from drawing up terms of reference to contract completion.

3. Works closely with the Finance Manager for compliance with all financial policies and procedures.
4. Works closely with the teams to contribute to the Foundation's commitment to build a culture of learning in Participatory Governance through the implementation of a communication for development policy.
5. Ensures the application of results-based management (RBM) standards and agreed upon indicators.
6. Represents the Foundation at meetings, functions and events, some of which may occur outside normal office hours and may involve long-distance travel.
7. All responsibilities should be carried out in a manner that is responsible, professional, financially sound, participatory, and sensitive to local needs, culture and politics and in accordance with Foundation policies and procedures.
8. Performs any other reasonable duties and tasks as requested by the Foundation.

### **Person Specification**

#### **Essential**

1. Commitment to the Foundation's vision, mission and values.
2. Excellent communication skills both written and verbal including online content.
3. Experience of managing multiple projects.
4. Knowledge of website content updating.
5. Advanced computer skills in all aspects of MS Office.
6. Experience using social media for building brands or expanding audience engagement.
7. Knowledge of the international literary scene.
8. A team player with an aptitude to secure relationships across teams and stakeholder groups.
9. Well-organised, resourceful with problem-solving abilities and an eye for detail.
10. Good research and analytical skills.

#### **Desirable**

1. Aptitude to monitor and dispense budgets.
2. Understanding of international relations.
3. An understanding of policy related communications.
4. Experience of using creative expression to contribute towards social change.
5. Experience of developing and managing a communications strategy (print, broadcast media, social media) would be an advantage.
6. An exposure to monitoring and evaluation technologies, including Results Based Management (RBM).
7. Experience of fundraising.
8. Some knowledge of the different forms of the creative arts.
9. Experience of working with artists.
10. Experience of working with website developers and designers.