



VACANCY – PROGRAMMES OFFICER

Job Title	Programmes Officer
Job Location	Royal Commonwealth Society 65 Basinghall Street Guildhall London EC2V 5DZ
Hours	35 hours a week
Salary	£26,000 p.a.
Line Manager	Chief Operating Officer
Duration	Permanent (following 6 months' probation)

About this role:

To lead on the development and delivery of the Society's literacy activities, including The Queen's Commonwealth Essay Competition, Write Around the World (digital literacy workshops programme) and to manage the Society's engagement with its international network.

About the Royal Commonwealth Society

The Royal Commonwealth Society (RCS) is a network of individuals and organisations committed to improving the lives and prospects of Commonwealth citizens across the world. Through youth empowerment, education and high-level advocacy, the Society champions the importance of literacy, equality and inclusion, the environment and connected communities across the Commonwealth's 56 member nations. The Society's unique position within the Commonwealth network allows it to play a pivotal role in convening and connecting the Commonwealth's political and diplomatic representatives, as well as industry, civil society, academic and business leaders, on a wide range of issues. Founded in 1868, the RCS is non-partisan, independent of governments and relies on public generosity to achieve its mission.

Duties and key responsibilities:

The Queen's Commonwealth Essay Competition (QCEC)

- Project manage all aspects of an international youth writing competition, including but not limited to:
 - Promotion of the QCEC to new and existing target audiences and beneficiary groups;
 - Development of annual QCEC theme, in consultation with key stakeholders;
 - Production and distribution of information guides and award certificates to competition entrants;
 - Management of the entry and judging process, ensuring rules and regulations are adhered to;
 - Recruiting and managing a team of judges, including preparations for the final judging session;
 - Management, development and utilisation of QCEC IT platforms;
 - Management and development of promotional materials for the QCEC including the development of content for social media and the RCS website;

- Budget management;
- Planning and delivery of QCEC events (including Winners' Week), promotion, publications and social media content;
- Recruitment, induction, and supervision of QCEC interns during the competition year (as applicable); and
- Working with the Regional Coordinator for Africa (Literacy lead) and Literacy Working Group to promote the competition;
- Production of annual review of the competition, including evaluation for areas of development.
- Contribute to the maintenance of key funding relationships with QCEC donors.

Literacy Workshop Programme

- Contribute to the development and delivery of the digital literacy workshop programme, including but not limited to:
 - Identification and engagement of programme partners;
 - Programme and training module development, in consultation with delivery partners;
 - Recruitment, induction, and supervision of programme trainers;
 - Budget and stakeholder management; and
 - Planning and delivery of promotional, communication and social media content.
- Contribute to the maintenance of key funding relationships with programme donors.

International network

- Work with the Society's Regional Coordinator for Africa (Literacy) to plan and deliver a programme of engagement for members of the Literacy Working Group;
- Coordinate Literacy Working Group members participation in the RCS's programmes and activities;
- Manage the maintenance and development of database assets, online platforms and engagement mechanisms for the international network; and
- Co-ordinate and support the identification, development and delivery of meetings, events and networking/advocacy opportunities for international network members.

Other

- Contribute to the production and dissemination of communication materials and public affairs activities, including publications, website and social media content;
- Represent the RCS at meetings, functions and events, including outside of normal office hours;
- Organise and oversee all aspects of the attendance of school children at the annual Commonwealth Day service;
- Attend and contribute to the organisation of other RCS events and programmes, including the annual Commonwealth Banquet;
- Identify new programmatic funding sources for the Society's literacy activities and international network, including completing grant applications where applicable; and
- Perform any other duties and tasks as required.

Person specification

We are seeking an individual with:

- Demonstrable experience in the workplace, ideally in a charity;
- A proven track record of project management and high-level project support, including budget management;
- Excellent administrative and organisational skills with good attention to detail;
- Experience of building and maintaining relationships across a range of backgrounds, cultures and interests;

- Experience of using social media platforms (e.g. Facebook, Twitter, Instagram) as tools to promote, engage and influence;
- Experience of developing using video editing tools (e.g. iMovie) to create engaging content;
- A professional manner and excellent interpersonal skills;
- Ability to prioritise and manage a varied workload;
- Research and analysis skills;
- Ability to work independently and in a team, with a strong work ethic and excellent communication skills;
- Proficient and confident with IT, including a good working knowledge of Microsoft Office; and
- Understanding of, and a proven commitment to, the Commonwealth's values and principles.

Highly desirable characteristics include:

- A graduate or post-graduate degree, ideally in a related field;
- Demonstrable experience in a literacy/education related field;
- Knowledge of the Commonwealth and its systems and procedures;
- Experience of using web-based content management systems and databases, such as Salesforce;
- Events organisation experience; and
- A keen interest in international education and current affairs.

Please be aware that applications will only be considered from individuals with the existing right to work in the United Kingdom.

To apply

Please send a CV, Cover Letter (no more than two pages each), full details of three referees (relationship to candidate, address, email and telephone/mobile number) and an example of a project timetable that you've worked on previously to Bradley Sisson Bradley.sisson@royalcwsociety.org with "Programme Officer_ [your last name] _application" in the subject line.

The application deadline for this vacancy is opening of business Monday 23rd October 2023.

A first interview will take on Monday 30th / Tuesday 31st October with a second set of interviews on Monday, 6th November and Thursday 9th November.

Provisional start date: 1st December 2023.