



CALOUSTE GULBENKIAN
FOUNDATION

UK BRANCH

JOB DESCRIPTION

Communications Manager

**6 month contract full time or part-time (negotiable)
open to secondment**

About the Foundation

The Calouste Gulbenkian Foundation is an independent charitable foundation established in Portugal in 1956 with cultural, educational, social and scientific interests. It is one of the largest European foundations, with headquarters in Lisbon and offices in London (the UK Branch) and Paris.

The UK Branch

We are fortunate to sit at the heart of a world centre for philanthropy. This enables us to deliver on the Foundation's overall mission using our skills, experience and reach. We help build coalitions of organisations able and willing to address complex global problems. Our role is to look ahead, thinking globally and acting locally to create beneficial change by making connections across borders and disciplines. We prioritise the vulnerable and underserved in the UK and elsewhere, delivering on the overall mission of the Foundation.

In 2021, we will deliver two mature strands (or programmes) of work: Valuing the Ocean and Promoting the Civic Role of Cultural Organisations and begin one new, Citizen Engagement on Climate. We will continue to work on our five-year plan to support the Foundation's global work, delivering value from our location in the UK to "all humanity" and continuing the transition of our work to ensure an international focus within our two pillars: culture and nature. Citizen and community engagement are threads that run through our work as does communicating the importance of the causes we invest in for wider change in policy, practice and future funder support.

Our Approach

We are focused creating the conditions for change by acting in the following ways:

Connecting with communities

Reaching out through communities to support collective innovation in the UK and beyond.

Collaborating

Collaborate and experiment across boundaries – working with organisations with complementary strengths to co-create change.

Communicating

Communicate the value of our learning strategically – disseminating our learning to those who can act on it and work with those who can amplify our voice.

Connecting beyond the UK

Sharing learning and creating impact beyond the UK

Capacity-building

Building skills and establishing a strong legacy before moving on.

What to expect from us

We seek an impact greater than our limited resources might suggest

- We believe in balancing the long view with quick wins that inspire confidence in uncertainty
- This means looking over the horizon and helping each other to make the best use of resource



CALOUSTE GULBENKIAN FOUNDATION

UK BRANCH

The big picture is important to us

- We believe we all play different roles in complex eco-system
- This means understanding where best we're placed to act and joining the dots

We can't achieve anything alone

- We believe that collaboration depends on trusting, sharing relationships
- This being open to difference, having the right conversations, learning and growing together

We are curious and enabling of others

- We believe evidence is important and the solutions are out there
- This means being creative, flexible and responsive to the outside world as well as invest in our own development

The role

This job description should be read alongside our [Briefing Note for Partners](#). Located at the UK Branch, the role is intended to help us deliver on our strategy by making a step change in our communications and influencing work. The post holder will work with us to develop a comprehensive approach to communications and influencing across our work supporting the team to build it into their delivery plans.

JOB DESCRIPTION

1. To strategically plan our communications and influencing activity with programme colleagues and the director and support them with its delivery
 - to work with the director and programme managers on creating communications and influencing plans and support their delivery.
 - to keep up to date a communications and influencing calendar incorporating strand and project related communications and influencing activity.
 - to plan and oversee delivery of, from a communications perspective, influencing activities for events such as receptions and seminars.
2. To support the director in his communications functions, for example by developing angles for presentations, preparing briefing documents, drafting speeches etc.
3. To develop our capacity to engage proactively with the press and other media
 - to provide press and media content as appropriate (briefings, statements, opinion, pieces, letters etc).
 - to organise press briefings/interviews etc.
 - to work with media or contracted media agencies in publicising our work (devising angles, pitching to journalists etc).
4. To plan, manage, review and develop the two websites and our use of social media
 - oversee the CGF UK websites in liaison with Head Office
 - create content and post updates on the CGF and Inquiry website
 - use the social media channels to communicate with our stakeholders
 - commission new content in the form of video, audio, podcasts, audio slideshows, and animation.



CALOUSTE GULBENKIAN FOUNDATION

UK BRANCH

5. To manage our publications and corporate identity
 - to lead in the production of publications either corporate (the annual report, strategy document) or related to particular activity strands (learning or legacy reports) proof reading and organising design and print
 - to be the champion of our corporate identity and provide support to partners on appropriate acknowledgement of our funding
 - to champion consistency in the use of our corporate templates (for briefings, learning reports, etc.)
 - to manage our publications archive (organising reprints, approving citations, ensuring pdfs are all on the website).
6. To contribute to the effectiveness of the organisation by undertaking other management and reporting tasks.
7. To undertake other tasks commensurate with the post.

EXPERIENCE AND SKILLS

Education

The successful candidate will be educated to degree level (or be able to demonstrate a commensurate level of experience).

Experience

At least 5 years experience of the following:

- communicating complex issues to diverse audiences;
- planning and managing a diverse range of different influencing and communications activities;
- developing/commissioning/maintaining websites with a knowledge gained of the mechanics of the processes involved;
- developing press contacts and/or working with the press or other media.
- writing in a range of different mediums (for the web, briefings, press releases, etc.);
- organising or assisting in the organisation of events;
- managing a budget and/or managing third party contractors (for example, designers or printers)

Skills

The successful candidate will:

- A self-starter able to manage a workload on own initiative.
- Have an excellent understanding of the various communications and influencing channels and technologies and how an organisation like us might best deploy them
- Have excellent written and oral communications skills.
- Have visual literacy and an understanding of good design.
- Be methodical and thorough.
- Show a keen attention to detail.
- Be creative with a capacity to come up with original ideas.
- Have a strong interest in how policy and legislation are developed and implemented and how best to influence these processes.
- Have the ability to work on their own initiative.
- Be capable of managing a varied and demanding workload with flexibility and good humour.
- Be skilled in working effectively with a range of different stakeholders.
- Work well as part of a small team and be prepared to muck in.



CALOUSTE GULBENKIAN FOUNDATION

UK BRANCH

Terms

This is a permanent position based on a 35 hour week (with one hour for lunch) though we are open to negotiating around a part-time role or secondment. A staff handbook details other terms and conditions of employment.

Salary and Pension

The salary for the post will be £32,500 per annum.

Holidays

Leave entitlement is at the rate of 28 days per annum pro rata in addition to the statutory and Bank Holidays.

Location

This post will be located at the UK Branch's offices in Hoxton Square, London N1 although all staff are working from home during the Covid pandemic.

Equal Opportunity Policy

The UK Branch of the Foundation has an equal opportunity policy and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

January 2021