



CALOUSTE GULBENKIAN FOUNDATION

UK BRANCH

JOB DESCRIPTION

Communications and Programmes Officer (UK Branch)

The Opportunity

The Communications and Programmes Officer will work with colleagues to support the delivery of the UK Branch's programme and communications objectives. This post will provide dynamic support for the UK Branch's three programmes, The Civic Role of Arts Organisations, Valuing the Ocean and Citizen Engagement on Climate, as well as assisting with corporate communications.

Background

The Calouste Gulbenkian Foundation is an independent charitable foundation established in Portugal in 1956. It is one of the largest European foundations, with headquarters in Lisbon and offices in London (the UK Branch) and Paris. The fundamental purpose of the Foundation is to improve the quality of life for all through art, charity, science and education. The Foundation is committed to the future, to those most vulnerable, and to the value of culture.

The UK Branch is focused on building coalitions to tackle complex global problems. Based in London, the UK Branch sits at the heart of a world centre for philanthropy which enables us to deliver on the Foundation's mission using our networks, experience and way of working. We look ahead, thinking globally and acting locally, to create the conditions for change by connecting across borders of all kinds – national, cultural, organisational, disciplinary and social. We prioritise the vulnerable and underserved in the UK and elsewhere.

What to expect from us at the UK Branch

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 resources

The big picture is important to us

- We believe we all play different roles in complex ecosystem
- 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 investing in our own development

The role

The Communications and Programmes Officer will support the delivery and communication of our programmes.

Specific responsibilities

The following list is intended to provide a flavour of the role and is not exclusive.

1. To help deliver our communications activity

- To assist in the development of communications and influencing plans and support their delivery
- To keep the website and Twitter profiles up to date, ensuring they are lively and engaging (in conjunction with the Communications Manager)
- To assist with writing and sending our quarterly newsletter, and other mass mailings as required, using standard mailer technology
- To coordinate content producers (editors, designers), ensuring the content meets CGF standards and is signed off by appropriate staff members
- With appropriate support, to project manage the delivery of key publications such as the annual review, coordinating contributions from designers, copywriters and the wider team
- To draft communications material such as speeches and blogs for managers or the director.

2. To support programme development and delivery

- To prepare grant papers, briefings and partnership agreements
- To undertake discrete policy and research projects to support programme development and delivery
- To contribute to the development of strand activities, for example attending learning communities and producing summaries of their discussions
- To help with organising and coordinating events hosted by CGF as appropriate
- To attend external meetings, seminars, conferences etc on behalf of CGF, making connections and collecting intelligence from the wider sector.

3. To provide support to the team at the Calouste Gulbenkian Foundation (UK Branch)

- To work across the communications, programmes and administration teams helping ensuring co-ordination
- To help liaise with colleagues in Head Office as necessary
- To attend and actively take part in monthly team meetings
- To co-ordinate programmes team meetings and other appropriate meetings, setting dates, preparing agendas and notes etc
- To answer the phone, door, emails, or greet guests, organising/offering hospitality as necessary
- To work collaboratively with colleagues taking on other tasks as necessary to ensure the smooth running of the UK Branch.

Accountability

Reporting to the Communications Manager or one of our Programme Managers, the post holder will be expected to work with a range of colleagues in the UK Branch and overseas, including external organisations.

Person Specification

In this role, you will be proactive in planning and organising your own workload, but with supervision and guidance from your line manager.

Expertise/Competence/Skills

- Fluency (written and oral) in English
- The ability to work unsupervised within a small busy team and to prioritise competing demands
- Excellent writing and presentation skills
- Strong research skills
- Good IT skills including use of Microsoft Office products, databases, and communications software such as Mailchimp and WordPress
- Awareness of, and an interest in, cultural and environmental policy and practice
- Good judgement
- Open-minded and ability to consider different ways of achieving objectives
- Good team working skills
- Willingness to learn new skills
- Willingness to undertake some administrative tasks in support of the team

Fluency (written and oral) in Portuguese is desirable but not essential.

Experience

- Prior employment, although not necessarily in a related field
- Experience of writing and communicating in a formal context, whether education or elsewhere
- An interest in the subjects on which the Foundation is currently working
- Voluntary or paid experience in a non-profit project or organisation

Specific Qualities

- Proven ability to work under own initiative
- Positive and flexible approach to work
- Reliable and committed
- Ability to work as part of a team
- Ability to work under pressure

Qualifications

- Completed education to A-level or equivalent

Other

- An awareness of equal opportunities and a personal commitment to anti-discriminatory practice.

Terms

This is a fixed one-year full-time post based on a 35-hour week (plus one hour for lunch). The staff guide details other terms and conditions of employment.

Salary and Pension

The salary for this post is £25,000. New employees are eligible to join the UK Branch's stakeholder pension scheme, after a successful probation period, to which the Foundation makes a matched contribution of up to 10 per cent of salary per annum.

Holidays

Leave entitlement is at the rate of 28 days per annum in addition to the statutory holidays.

Location

This post will be located at the UK Branch's headquarters in central London. This role may require some national and international travel.

Although team members are currently working remotely, we expect to return to the office shortly with a hybrid approach (e.g. possibly 3 days per week in the office). CGF UK will provide equipment to support effective remote working.

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.

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