



**CALOUSTE GULBENKIAN
FOUNDATION**

UK BRANCH

JOB DESCRIPTION

Communications Officer (UK Branch)

The Opportunity

The Communications Officer will work with colleagues in the UK and Portugal to support the delivery of the Calouste Gulbenkian Foundation UK Branch's programmes and communications objectives. This post will primarily help deliver strategic communications work, while providing dynamic support for the Foundation's grant-making programmes.

This is an exciting time to join our team. In January 2023, the Foundation embarked on a new strategy with Sustainability and Equity underpinning everything we do, and we entered a new cycle for grant-making. The 2023-2028 programmes include 'Climate and Ocean' and 'Access to Culture', which the UK Branch is working on in collaboration with colleagues in our Head Office in Lisbon. These build on a legacy of work from the UK and Portugal promoting effective engagement on climate-ocean issues and championing community engagement in the arts. The Director of the UK Branch also oversees the Climate and Ocean programme.

2023 is an important year for our team to begin implementing the strategy, monitor impact and communicate work. We will continue to partner with civil society organisations in the UK and beyond to help increase public engagement with ocean-climate action and support equitable access to culture. We will convene events, produce new evidence and support activities that help us deliver on these ambitious goals.

In this role you will get to contribute to a variety of communications and partnership projects. You will be supported by a line manager in London, working closely with our diverse, friendly team in the UK and with colleagues in our Head Office in Portugal. This is a brilliant opportunity for someone with around two years of relevant experience looking for opportunities to learn and develop professionally.

About the Foundation

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 Foundation's mission is to promote the development of individuals and organisations, through art, science, education, and charity, for a more equitable and sustainable society.

Our approach

The Foundation focuses its resources and activities where there is the greatest need and where it is best able to make a difference. We develop multi-year programmes that align with our twin strategic priorities of sustainability and equity. In this 2023-2028 strategic cycle, we are focusing on specific areas of action: Access to Culture, Access to Care, Access to Education, Climate and Ocean, Democracy and Civil Society, Armenian Communities, and Partnerships with Africa. Based in London, the UK Branch works on the Climate and Ocean and Access to Culture programmes.

Our funding approach incorporates international grant-making best practices and builds on the Foundation's relative strengths:

- *Long-term thinking:* We set long-term goals, address root causes, and invest in the enablers of change rather than just alleviating symptoms. Like most large independent foundations, we are fortunate in being able to take a long-term view, look over the horizon, and seek impact beyond political cycles and market uncertainties.
- *International impact:* Our founder wanted the Foundation to benefit “all of humanity”. We are well-positioned to deliver impact at national and international levels through our physical presence in three countries on the west coast of Europe and long-standing relationships with funders in these and other countries.
- *Acting systemically:* We seek transformational change and recognise that we operate in a complex ecosystem. Systems—and their associated problems and solutions—tend to cross national borders and traditional disciplinary lines. We position ourselves to act systemically by operating in a broad range of disciplines and promoting collaborative, cross-sector approaches to solving problems.
- *Cultural and scientific heritage:* We are fortunate in having an Arts Centre and a Science Centre. We are experienced at putting our ideas into practice through cultural and scientific programmes. We recognise both the arts and science in improving societies and enhancing people's lives, promoting the intersectional value of culture and knowledge.
- *Convening power and partnerships:* We have developed a strong track record of bringing together partners and working closely with communities in the geographies and areas in which we have acted, along with foundations in other countries, to share approaches and learning. This enables us to “think global, act local”.

The role

The Communications Officer will support communications activities of the UK Branch and delivery of the Foundation's 'Climate and Ocean' and 'Access to Culture' programmes.

Grant-making is the core business of the Foundation in the UK and, as with all UK Branch team members, this role will contribute to the successful delivery of our programmatic work. The appointed person is likely to spend around 60% of time working on communications projects, and 40% on general programmatic work (including events, project management, and administration).

Specific responsibilities

The following list is intended to provide a flavour of the role and is not exclusive. We are an agile team and we welcome individuals shaping their roles depending on skillsets and professional interests.

1. Digital communications and channel management

- Help manage the UK Branch website and programme pages on the central Foundation website, ensuring content is kept up to date and reflects our work accurately.
- Oversee editorial plans and create content for UK Branch social media channels (primarily Twitter), ensuring they are kept up to date, are lively and engaging, and reflect our core programme areas and activity (in conjunction with the Programmes Officer and with support from the Head of Advocacy and Communications).
- Assist with writing and sending the UK Branch's quarterly newsletter, and other mass mailings as required, using Mailchimp.
- Manage the UK Branch's newsletter database and contact list, ensuring it is kept updated and identifying ways it can be improved.
- Keep on top of trends in the digital communications space and help increase the impact of our work by identifying opportunities to improve our content and tactics, and regularly monitoring performance.

2. Strategic communications and advocacy

- Help develop and deliver communications and advocacy plans for our programmes and projects.
- Manage corporate communications projects, with appropriate support – such as delivery of key publications such as the UK Branch Annual Review (coordinating contributions from designers, copywriters and the wider team).
- Support the Director, Head of Advocacy and Communications and programme managers to create impact and evaluation reports as needed.
- Coordinate content producers (editors, designers), ensuring the content meets the Foundation's standards and is signed off by appropriate staff members.
- Create marketing and communications materials for events, for example, presentation decks, event banners and brochures (with support from external designers, as required).
- Draft corporate communications material such as blogs, opinion-editorials, public statements, factsheets and reports on our work.
- Produce briefing documents for the Foundation's spokespeople and/or stakeholders, for example ahead of events, media interviews or meetings with policy makers.
- Support media engagement plans and activity as necessary, for example monitoring news stories, helping to develop press releases and media toolkits, producing coverage reports, and sending materials to journalists.
- Identify external events for team members to prioritise attending or speaking at and helping prepare communications materials and logistics as necessary.
- Contribute to the development of UK Branch core corporate communications materials and messaging, and champion consistency in their use.

3. Programme development and delivery

- Help draft grant papers, briefing documents and partnership agreements.
- Help organise and coordinate events hosted by the Foundation.
- Undertake discrete policy and research projects to support programme development and delivery.
- Work collaboratively with our partner organisations, joining meetings and building positive working relationships with key contacts.
- Contribute to the development of programme activities, for example attending learning communities and producing summaries of their discussions.
- Attend external meetings, seminars, conferences etc on behalf of the Foundation, making connections and collecting intelligence from the wider sector.

4. Team projects, culture and internal communications

- Attend and actively take part in weekly digital meetings with colleagues in Portugal and the UK, monthly in-person UK team meetings in London, and ad-hoc meetings with communications colleagues.
- Coordinate project team meetings as required, helping to diarise, prepare agendas, take notes, etc.
- Work collaboratively with colleagues taking on other tasks as necessary to ensure the smooth running of the UK Branch.
- Liaise with colleagues in Head Office in Lisbon.
- Contribute to Head Office annual reports and materials on behalf of the UK Branch as required.
- Help answer the UK Branch office phone, door, emails, or greet guests, and organise hospitality as necessary.
- Always act as a brand advocate on behalf of the Foundation to help advance our mission.

Accountability

Reporting to the Head of Advocacy and Communications, based in London, the post holder will be part of our international Sustainability and Equity team. You will be expected to work with a range of colleagues in the UK Branch and Portugal, and with 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.

Skills and Expertise

- Fluency (written and oral) in English
- Fluency or good level of Portuguese (written and oral) is desirable, or an ability and interest to learn the language
- Excellent writing skills for a variety of audiences
- Good verbal communication skills
- Strong IT and digital skills including use of Microsoft Office products and databases
- Experience using digital communications software, ideally Mailchimp and WordPress (or equivalent)
- Experience developing content for social media and/or other channels or formats
- Strong research skills
- Experience managing projects
- Awareness of, and an interest in, cultural and environmental policy and practice
- Some design skills and/or awareness of good design

Experience

- Prior employment in communications and/or a related field (ideally around two years of experience), or experience producing written and other communications in a formal context
- An interest in the subjects on which the Foundation is currently working
- Voluntary or paid experience in a non-profit project or organisation

Qualities and Competencies

- Positive and flexible approach to work
- Good team-working and collaboration skills
- Ability to listen and learn from different viewpoints to work effectively with others and jointly develop solutions
- Ability to use own initiative and good judgement
- Reliable and committed
- Ability to prioritise and get to the nub of ideas quickly
- Open-minded and able to consider different ways of achieving objectives
- Willing to learn new skills and develop professionally
- Willing to undertake some administrative tasks in support of the team

Other

- Relevant academic qualifications would be beneficial. We welcome relevant experience gained through non-academic routes.
- 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 daily for lunch). The staff guide details other terms and conditions of employment.

Salary and Pension

The salary for this post is £27,000. 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 UK statutory holidays.

Location

This post will be located at the UK Branch's headquarters in central London. The postholder must be eligible to work in the UK.

This role may require some national and international travel, and occasional work out-of-hours around events.

We are a hybrid team. This position is expected to spend 2-3 days a week in our London office to collaborate with colleagues and help manage the smooth-running of the UK Branch. The Foundation will provide equipment to support effective home working.

Benefits

We take the welfare of our employees seriously. The UK Branch provides all employees with access to an employee assistance programme, including access to mental health first aiders.

There is a generous budget for employee training. We also offer benefits including access to the cycle to work scheme and an HR portal with employee discounts.

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.

June 2023