



VACANCY: Programme Officer: Equality & Inclusion

Overview of the position:

Job Title	Programme Officer: Equality & Inclusion
Job Location	The Royal Commonwealth Society, Commonwealth House, 55-58 Pall Mall, London, SW1Y 5JH
Hours	35 hours a week
Salary	Commensurate with experience (£22,000 - £25,000) plus statutory pension entitlement
Line Manager	Head of Programmes and Youth
Duration	Completion on the 31 March, 2020 (with possibility of extension).

About The Royal Commonwealth Society

The Royal Commonwealth Society (RCS) is devoted to improving the lives and prospects of Commonwealth citizens. Through advocacy, education and youth empowerment, the RCS champions human rights, democracy and sustainable development across the 53 member states, and seeks to identify contemporary issues and practical solutions that contribute to advancing the value, and values, of the Commonwealth.

About the position

The RCS has a growing body of work supporting legal and social change in the Commonwealth that advances equality and inclusion; particularly for women and girls and LGBT+ people. This includes through our membership of the Commonwealth Equality Network (TCEN) and through a major partnership programme, the Equality & Justice Alliance (EJA). The Programme Officer: Equality & Inclusion will support the Programmes Team to plan, oversee and deliver the RCS's work championing equality and inclusion in the Commonwealth.

Description of Duties

- Programme delivery
 - Assist in the planning and execution of regional and pan-Commonwealth political/diplomatic dialogues and/or conferences and civil society convenings.
 - Ensure sound financial management of the programme by tracking budgets, correctly filing invoices and conducting project financial admin.
 - Administer programme logistics, including conducting travel and accommodation bookings, and liaising with programme staff and project participants as required.

- Support the delivery of commissioned research and other external reports and products.
- Conduct research tasks that support the delivery of programme activities.
- Conduct rapporteur duties at programme meetings where needed and collate and edit minutes and notes to a high standard.
- Support the in-country delivery of programme activities as required, including travel to the Commonwealth Global South as necessary.
- Organisational development
 - Identify new streams of funding and work opportunities for the RCS that advance and expand our equality and inclusion agenda.
 - Support the completion of grant applications and funding bids.
 - Represent the RCS at relevant receptions, events and meeting with key stakeholders, including outside of standard office hours as applicable.
- Communications
 - Commission and/or write blog content.
 - Update the RCS's social media account and website with engaging visual and written content that promotes our equality and inclusion work.
 - Maintain an up-to-date contact database.
- Support further RCS projects and programmes as required.

Person specification

We are seeking an individual with:

- Demonstrable experience in the workplace, ideally in a charity.
- A proven track record of high-quality project support.
- Strong 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) as tools to market, engage and influence.
- 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; a good working knowledge of Microsoft Office.
- Understanding of, and a proven commitment to, advancing equality and inclusion for LGBT+ people, women and girls, and other marginalised groups globally.

Highly desirable characteristics include:

- A graduate or post-graduate degree, ideally in a related field.
- Knowledge of the Commonwealth and its systems and procedures.
- Experience of using web-based content management systems and databases, such as Salesforce.

- Some events organisation experience.
- A keen interest in international 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

The RCS is committed to diversity and inclusion in its hiring processes and encourages applications from people of all backgrounds.

Please send a CV and Cover Letter (no more than two pages each) with details of how you meet the person specification to emma.fowler@thercs.org with “Programme Officer_ [your last name] _application” in the subject line. The application deadline for this vacancy is close of business on Friday, 21 June 2019.

Interviews are likely to be held towards the end of the week commencing Monday, 1 July 2019 in London.

Please contact us on +44 (0)20 3727 4300 if you have any queries.