



**PROGRAMMES MANAGER**

**THE ORWELL FOUNDATION AND THE ORWELL YOUTH PRIZE**

**JOB DESCRIPTION**

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Job Title	Programmes Manager
Location	Central London
Hours	Full-time, with the possibility of an additional part-time post
Length of Contract	Permanent, with a three-month probationary period
Salary	£25,000 - £28,000 (full time, part-time post to be negotiated)
Closing Date	Friday 23 <sup>rd</sup> June, 23.59hrs.
Start Date	29 <sup>th</sup> August (latest)
To apply:	Please send your CV and covering letter, together with the completed Recruitment Questionnaire to <a href="mailto:recruitment@theorwellprize.co.uk">recruitment@theorwellprize.co.uk</a> by 23.59 on Friday 23 <sup>rd</sup> June.

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**THE ORGANISATION**

George Orwell believed in the moral power of language and understood the dangers that accompany its corruption. The Orwell Foundation uses his work to celebrate honest writing and reporting, to uncover hidden lives, to confront uncomfortable truths- and, in doing so, to promote Orwell's values of integrity, decency and fidelity to truth. We do this through awarding The Orwell Prizes, lectures and debates, the Unreported Britain Project and through celebrating Orwell's legacy.

The Foundation runs the Orwell Prize – the UK's most prestigious prize for political writing. Annually, the Orwell Prize rewards the writing which comes closest to George Orwell's ambition to 'make political writing into an art'.

In addition to the Prizes, the Orwell Foundation also runs free public events, debates and lectures on topics of national and international interest and importance, and provides free

online resources by and about Orwell. Since 2014, we have also run 'Unreported Britain' which seeks to report on places and communities in Britain which often go unreported.

The Orwell Youth Prize, a separate charity set up to bring the work and values of George Orwell to young people aged 14-18 around the country, aims to support and inspire the next generation of politically engaged young writers. The Orwell Youth Prize organises writing workshops for young people and runs a writing prize, culminating in an Annual Celebration Day.

The Orwell Foundation is a registered charity no. 1161563.

The Orwell Youth Prize is a registered charity no. 1156494

## **THE ROLE**

We are looking for a Programmes Manager to manage the day-to-day running of the Foundation's activities and the Orwell Youth Prize. The role is predominantly project management and administration. Alongside this, the Programmes Manager is responsible for working with the Director and board of the Orwell Foundation to develop strategy and to build partnerships. The manager will also work on fundraising and grant applications, and will be the central link between the different strands of the Orwell Foundation's work.

The responsibilities of the Programmes Manager are broad – from charity administration and events organisation to meeting high profile individuals and organisations. There is much scope for independence and leading your own projects: no two days are the same. The Orwell Foundation has developed enormously in the past three years. This is an opportunity to join a vibrant and ambitious organisation at an exciting time, managing a small team.

The Programmes Manager reports to and works closely with the Director of the Orwell Foundation, the Chair of the Orwell Prize and the Administrator. The Director, Programmes Manager and Administrator work closely with two active Boards of Trustees.

A full list of duties and responsibilities is included at the end of this document.

## **PERSON SPECIFICATION**

We are looking for an individual with

- An awareness and good understanding of the political environment, current affairs and popular culture.
- A passion for and commitment to the mission and values of the Orwell Foundation
- Excellent communicative and interpersonal skills; the ability to meet and engage with partners and stakeholders confidently at all levels.
- Excellent administrative, prioritisation and time-management skills (events organisation experience would be beneficial but is not essential).
- The ability to deal with problems and challenges sensitively and competently.
- Proficiency in Excel, word-processing and PowerPoint presentation software (some experience of using Adobe InDesign would be beneficial but is not essential).
- Has the right to work in the UK.

## **DUTIES AND RESPONSIBILITIES**

A small team of three is responsible for the following:

- Assisting the Director and the Board of Trustees with developing strategy, policy and projects
- Overseeing administration of the Orwell Prize entry process, judging etc.
- Managing the Unreported Britain project
- Managing the relationship with Orwell Fellows, including communications
- Planning and executing high profile public events
- Overseeing the Orwell Youth Prize's programme of activities
- Maintaining good relationships with existing partners, clients and stakeholders
- Proactively seeking opportunities for new partnerships and collaboration
- Fundraising
- Maintaining the website, social media etc.
- Some design and marketing
- Promoting and publicising the OYP and the Foundation's activities
- Charitable administration

- Accounts and Finance