



**TCEN COMMUNICATIONS AND COMMONWEALTH CAMPAIGN MANAGER**  
**(FULL TIME, FIXED TERM TO 31 MARCH 2026)**

**Background:**

Kaleidoscope Trust (KT) is the UK's leading charity dedicated to advancing the rights of LGBTI+ people internationally. Founded in 2011, we aim to create a world where all LGBTI+ individuals are free, safe and equal. To ensure LGBTI+ rights remain a priority on global agendas, we take a three-fold approach. We:

- Strengthen capacities and build networks and movements; by supporting a diverse range of international LGBTI+ partners and networks to access the skills, training and financial resources they need to be able to shift hearts and minds and create enabling environments for policy and legal change.
- Advocate for inclusive policy change, by generating data-driven evidence that amplifies our partners' lived experiences and priorities and by ensuring political leaders and government officials have access to the accurate, timely and relevant information needed to effectively challenge anti-LGBTI+ narratives and strategies and drive positive change.
- Enhance collaboration and coordination among stakeholders, by building networks and connecting grassroots organisations with political actors in strategic spaces to drive meaningful and lasting change for LGBTI+ communities across the Commonwealth and around the world.

Kaleidoscope Trust is also proud to be a founding member of **The Commonwealth Equality Network** and to host its Secretariat.

Our partnerships with LGBTI+ communities across the Commonwealth have informed our approach to inclusion and equality, in the workplace and beyond. We are an open organisation, committed to having great working practices that centre wellbeing, allow us to be agile and enable all team members to have ownership over their work. We are committed to employing and nurturing a diverse range of people, and especially encourage applications from women, the vast and varied members of the LGBTI+ community, the multiply-marginalised, and People of the Global Majority.

### **About The Commonwealth Equality Network (TCEN):**

The Commonwealth Equality Network is a coalition of more than 80 organisations representing almost 50 countries from all regions of the Commonwealth, working together to create a Commonwealth where all lesbian, gay, bisexual, trans, intersex, queer and gender-diverse people are free and equal. Together members of the Network are building an inclusive, robust, well resourced, skilled and well networked movement of Commonwealth LGBTI+ organisations, working in solidarity to remove legal, political, social, economic and cultural barriers to equality within the Commonwealth.

The Network is a vital mechanism through which members can make collective demands of Commonwealth governments and Commonwealth institutions. Since its inception in 2013, the Network has played a central role in ensuring that LGBTI+ voices are heard, and that the issues facing LGBTI+ people are addressed, in Commonwealth spaces and by Commonwealth governments. The Network acts as a platform to influence Commonwealth institutions and member states, ensuring that LGBTI+ issues are visible, prioritised, and meaningfully addressed in regional and global policy agendas.

### **Purpose of the Role**

**The TCEN Communications and Commonwealth Campaign Manager** will play a pivotal role in shaping The Commonwealth Equality Network's advocacy and communications agenda over the next five years. The postholder will shepherd the development of the Network's five-year advocacy strategy, ensuring it is participatory, evidence-based, and reflective of member priorities.

They will also be responsible for supporting development and delivery of a coherent campaign and communications strategy for the Commonwealth Heads of Government Meeting (CHOGM) 2026 — ensuring that member's voices are heard, and their impact amplified.

### **Key Responsibilities**

#### **1. TCEN Advocacy Strategy Development**

- Project manage and coordinate the development of the Network's **five-year Commonwealth advocacy strategy** with internal stakeholders.
- Ensure member consultation and integration of member priorities into strategic planning.
- Produce, or oversee the production of, internal and external knowledge products, including research reports, policy briefs, and advocacy plans related to strategy delivery.
- Ensure advocacy approaches are evidence-based, inclusive, and adaptable to changing contexts.

#### **2. Communications and Campaigns**

- Project manage and coordinate the development of the Network's **campaign for the 2026 Commonwealth Heads of Government Meeting (CHOGM)**, with internal stakeholders.
- Build campaign communications strategy that will support roll-out of the CHOGM 2026 campaign among the Network's membership.
- Commission and oversee the production of high-quality communications assets (digital, print, multimedia) that are impactful, accessible, and on-brand.
- Develop secondary materials tailored for key audiences, including:

- Briefing notes and position papers
- Member advocacy and communication toolkits
- Member capacity-strengthening resources (e.g. workshops, templates, guidelines)

### 3. Coordination and Stakeholder Engagement

- Liaise with internal staff, member committees, consultants, members, and external service providers to ensure deliverables are completed on time and to a high standard.
- Manage overlapping responsibilities, timelines, and dependencies within projects.
- Organise and facilitate member advocacy workshops and consultations.
- Support members in their national/regional advocacy work related to the campaign, ensuring coherence with the Network's collective strategy.

### Person Specification

#### Essential Qualifications and Experience

- Minimum of 5 years' experience in advocacy, policy influence, or communications within an NGO, international organisation, or network.
- Demonstrable experience in developing and implementing advocacy strategies, including international or multilateral engagement.
- Strong communications background, including campaign design, content commissioning, and strategic messaging.
- Proven project management skills, with ability to manage multiple stakeholders and tight timelines.
- Experience producing audience-appropriate materials such as research reports, policy briefs, advocacy toolkits, and communication assets.
- Excellent interpersonal and facilitation skills, with a track record of leading participatory consultations and workshops.
- Commitment to equality, inclusion, and human rights, with sensitivity to diverse cultural and political contexts.

#### Desirable Qualifications and Experience

- Experience in advocacy or communications around major international summits (e.g. CHOGM, UNGA, AU, Human Rights Council).
- Knowledge of LGBTI+ rights issues within the Commonwealth context.
- Familiarity with membership-based networks and coalition-building.
- Strong digital communications skills, including use of social media for advocacy.

#### Key Competencies

- **Strategic Thinking:** Ability to connect grassroots issues with high-level advocacy opportunities.
- **Collaboration:** Builds trust and works effectively with diverse stakeholders.
- **Communication:** Excellent written and oral communication skills, adapting style to suit different audiences.
- **Project Management:** Demonstrated ability to deliver complex projects on time and within budget.
- **Innovation:** Ability to identify new opportunities for visibility and influence.
- **Cultural Competence:** Sensitivity and adaptability when working across different cultural and political contexts.

**Terms and Conditions:**

- The role is offered on a fixed-term basis until 31st March 2026, with the possibility of extension.
- The full-time salary is £43,000.00 p.a., plus pension contributions.
- This role is a full-time position of 37.5hrs per week, Monday to Friday.
- Standard core hours of work are 9:00am - 5:30pm (London time) with very occasional need to work at evenings or weekends (which will accrue Time Off In Lieu).
- The post-holder is entitled to standard annual leave of 25 days plus bank holidays.
- The post-holder will be managed by the Head of Secretariat of TCEN.
- The staff member will work from home as part of Kaleidoscope Trust's fully remote working model, with the occasional requirement to travel, possibly internationally, to off-sites for meetings or events.
- The post-holder must be UK-based and possess the right to live and work in the United Kingdom for the period of the contract.
- Start date: As soon as possible.

**How to apply:**

Please submit your CV and a two-page maximum cover letter [via our website](#) explaining:

- (i) your interest in this role, and
- (ii) how your experience meets the skills and competencies outlined above.

If you have any questions relating to your application, please email [recruitment@kaleidoscopetrust.com](mailto:recruitment@kaleidoscopetrust.com).

**Closing date:** 23:30 GMT 12 October 2025. Applications will be assessed on a rolling basis. We encourage you to submit your application as soon as possible as we may close the job posting early.

**Interviews:** TBC; to take place via Zoom.