

**Programme and Communications Manager**

£40,000 annual salary

Full time, Office-based near Baker Street, London, UK

**About Us**

The Bagri Foundation was established in 1990 by the late Lord Bagri CBE (1930-2017). A true visionary and deeply generous man, he set up the Foundation to support education and to fund relief work. Since its inception three generations of the family have continued to broaden and deepen the Foundation's scope, through a spirit of curiosity and a desire for personal growth.

In 2015, after completing her PhD in Indian Miniature Painting, Dr Alka Bagri expanded the Foundation's remit into wider Asia, focusing on excellence in programming that reflects the family's passion for learning. Today, our journey continues, through support for not only the arts, but other areas including education, relief, development and healthcare.

Find out more on [www.bagrifoundation.org](http://www.bagrifoundation.org)

**Scope of the Role**

Are you keen to work in a field where you can make the most impact? Do you believe in the power of art, education and healthcare innovation to change the world? Do you have a wide range of interests and are you fuelled by curiosity?

The Bagri Foundation is looking to recruit a Programme and Communications Manager to work closely with the Director and Trustees in implementing the Foundation's ambitious vision. This role is key to maintaining schedules and contact with a wide range of grantees, sector colleagues and partner organisations and administering and delivering a wide range of in-house projects and grants across the UK and Europe. You will also work closely with the Head of Communications to produce and distribute marketing collateral for the Foundation. One major project will be to manage the expansion of the Foundation's website beyond the arts, to include our support for education and healthcare.

**Key Responsibilities**

- To be responsible for updating the arts and culture grants deadlines, FAQs, forms and online materials using Submittable and the Foundation website.
- To monitor and respond to enquiries via our inbox and communications.
- To review incoming grant applications and undertake research to enable thorough assessment with the team.
- To correspond with grant applicants to secure missing information, answer questions, set up consultation meetings, and communicate outcomes.
- To provide administrative support to the Foundation's grantees throughout the length of the relationship, ensuring reports and invoices are delivered on time with cashflow reports updated regularly with the Director.
- To create and deliver marketing and communication activities with support from our Head of Comms, including content for the Foundation's website, social media platforms, newsletters, invitations and promotional material.
- To work with the trustees and our website development team to expand the Foundation's website to represent our non-arts philanthropic activities.
- To provide project management support for in-house events including arranging transport, travel, invoicing, and hiring in supplies, undertaking risk assessments and liaising with speakers and artists.

- To manage the invite list and organise special events hosted by the Foundation.
- Support with press enquiries and arrange meetings accordingly.
- Coordinate the annual programme calendar and RSVPs for the team and trustees to ensure support and presence across all programmes.
- To gather relevant information for board meeting presentations, prepare slides and take minutes.
- Undertake research into international Asian arts and culture projects and create travel itineraries for the team and trustees.
- To gather marketing and project information for quarterly reports and the end of year review.
- Contribute ideas and research for the Foundation's in-house projects.
- Support the team with research, preparation of presentations and visual assets, on an ad hoc basis.
- Coordinate research related to the Foundation's other charitable giving, including health, education and relief work.

#### Person Specification Essential

- Degree related to arts or culture, with specific knowledge and interest in Asia, whether personally or professionally.
- Knowledge or interest in other charitable activities of the Foundation such as health, education and relief work
- Has worked with non-profits, charities or foundations for at least two years
- Strong project management skills: The candidate should have experience in managing small projects from conception to completion, including planning, budget monitoring, and risk management.
- Relationship-building skills: The candidate should be able to establish and maintain positive relationships with a wide range of stakeholders.
- Excellent communication skills: The candidate should have strong written and verbal communication skills.
- Highly proficient in IT packages such as general office 365 and Word programmes.
- Highly flexible with an ability to adapt to new and changing situations and comfortable operating at many levels.
- Willingness to travel in the UK and abroad when required by work commitments.

#### Desirable

- Experience working with a Board of Trustees and charity governance
- Experience working in a small team
- Understanding of Photoshop, InDesign, Canva and practical competence in the use of digital technologies such as Content Management systems for websites i.e. Strapi and Submittable.
- Media production knowledge including image, audio and video creation

Please submit a detailed covering letter along with your CV, outlining why you're right for the role on [Submittable](#). Any questions about the role should be directed to [recruitment@bagrifoundation.org](mailto:recruitment@bagrifoundation.org) FAO of Chelsea Pettitt, Director.

**\*Please note, applicants must have the right to work in the UK at the time of application. Unfortunately, we are unable to sponsor visas for this role**