

## Communications & Wolfson History Prize Officer Job description

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<b>Job Title:</b>	Communications & Wolfson History Prize Officer
<b>Location:</b>	8 Queen Anne Street, London W1G 9LD The role may require some travel within the UK. At the discretion of your line manager, 2-3 days per week may be spent working remotely.
<b>Hours:</b>	35 hour working week (generally 9.30am to 5.30pm Monday to Friday), with core hours of 10am to 4pm. The role will require occasional working outside normal hours, particularly attending evening events
<b>Length of contract:</b>	Permanent
<b>Reports to:</b>	Communications Manager
<b>Liaising with:</b>	Other members of the Wolfson staff team; external PR company
<b>Salary band:</b>	£30,000-£36,000
<b>Closing date:</b>	Monday 8 April 2024, 10am
<b>Start date:</b>	As soon as possible
<b>To apply:</b>	Please send your CV and covering letter to Sophie Steel, Communications Manager, at <a href="mailto:jobs@wolfson.org.uk">jobs@wolfson.org.uk</a> by 10am on Monday 8 April 2024

### About the Wolfson Foundation

The Wolfson Foundation ([www.wolfson.org.uk](http://www.wolfson.org.uk)) is an independent charity with a focus on research and education. Its aim is to support civil society by investing in excellent projects in science, health, heritage, humanities & the arts. Since it was established in 1955, over £1 billion (£2 billion in real terms) has been awarded to more than 12,000 projects and individuals across the UK, all on the basis of expert peer review.

### About the Wolfson History Prize

First awarded by the Wolfson Foundation in 1972, the Wolfson History Prize remains a beacon of the best historical writing being produced in the UK, reflecting qualities of both readability for a general audience and excellence in writing and research. The most valuable history- writing prize in the UK, the Wolfson History Prize is awarded annually, with the winner receiving £50,000, and the shortlisted authors receiving £5,000 each. Over £1.3 million has been awarded to more than 120 historians in the prize's 50-year history. The prize is administered and awarded by the Wolfson Foundation. More information about the prize is available at: [www.wolfsonhistoryprize.org.uk](http://www.wolfsonhistoryprize.org.uk)

## **Purpose and scope**

You will support communications for the Wolfson Foundation, including promoting and administering the Wolfson History Prize, the UK's most valuable history writing prize.

In recent years the Foundation has expanded its communications activity. We are developing our work to raise awareness of our funding and the impact it has in the sectors we support. The Communications & Wolfson History Prize Officer will support communications with all audiences and stakeholders, notably via the Foundation's website and social media. You will share stories of the projects and organisations we fund, planning and developing effective and engaging content. You will be able to prioritise a range of tasks and take initiative to ensure regular, engaging content across the areas that we fund.

This post will also play a leading role in the most public-facing aspect of our work, the Wolfson History Prize. You will lead on the delivery of events for the prize, including the annual winner ceremony. You will work with external suppliers to commission and review communications and marketing materials, as well as administering the prize submissions process. This role will work closely with the Communications Manager, the Chief Executive and other colleagues to ensure that the prize continues to play an integral role in the overall strategy of the Foundation, extending our funding for heritage, humanities & the arts, and acting as an independent voice championing the importance of history and history writing to society.

## **Responsibilities/duties:**

### **COMMUNICATIONS**

- Planning, developing and creating content for social media content and case studies that reflect the range of the Wolfson Foundation's activities, working closely with the Communications Manager. Working with grants team colleagues to identify material from projects supported by the Foundation and ensuring a regular pipeline of engaging and informative content.
- Supporting the delivery of the communications and PR strategy for the Wolfson History Prize, alongside the Communications Manager and an external PR company.
- Commissioning and reviewing digital content, marketing materials and photography for the Wolfson History Prize, working with external videographers, photographers and designers, the Communications Manager and a PR agency.
- Maintaining the Wolfson Foundation and Wolfson History Prize websites, ensuring content is up to date and meets accessibility and readability standards.
- Researching and sourcing images for communications, including developing and maintaining an image bank.
- Supporting the Communications Manager with monitoring and evaluation, including reporting using website and social media analytics. Contributing to papers for expert panel and trustee meetings; reporting on communications activities and reach of the prize.
- Ensuring content adheres to the Foundation's brand and style guidelines.
- General support to the Communications Manager on all elements of communications.

### **EVENTS**

- Planning, delivering and promoting Wolfson History Prize events, notably the annual prize ceremony; liaising with external suppliers and managing relationships with key stakeholders.

- Maintaining the prize mailing list, ensuring that details are accurate and consistent with GDPR best practice.

## PROJECT MANAGEMENT AND ADMINISTRATION

- Administering the submissions process for the Wolfson History Prize including the call for entries, advising on eligibility, processing submissions and liaising with publishers on entries and book deliveries.
- Supporting the panel of judges throughout the prize cycle, acting as their main point of contact on submissions, meetings and other key moments.
- Organising judges' meetings including preparing meeting papers, attendance at meetings and minute-taking as required.
- Responding to general enquiries about the prize, including monitoring the Wolfson History Prize inbox.
- Keeping updated on the activities of other literary prizes and on issues within sectors relevant to the prize and feeding these into the planning process.
- Project management for discrete but related tasks as part of the Wolfson History Prize campaign: setting timetables and working to deadlines; prioritising effectively.
- Other tasks, commensurate with the post, that the Communications Manager or Chief Executive may deem appropriate (including occasional support for work that cuts across other areas of the Foundation's work).

## PARTNERSHIPS AND RELATIONSHIP MANAGEMENT

- Supporting the Communications Manager and Chief Executive to maintain effective relationships with internal and external stakeholders to support the aims and ambitions of the Foundation and the prize.

### Person specification

	<u>Essential</u>	<u>Preferred</u>	<u>Desirable</u>
Experience and knowledge			
Experience in organising and managing events	✓		
Experience working in publishing and / or higher education sectors		✓	
Experience working on a book prize or equivalent		✓	
PR or publicity experience		✓	
Experience of using content management systems (CMS) and basic understanding of the principles of online user experience.			✓
Experience of producing content for social media and digital channels		✓	
Knowledge of the UK literary and publishing landscape		✓	
Knowledge of the UK higher education and research environment			✓

	Knowledge and understanding of the sectors funded by the Wolfson Foundation			✓
	Degree-level education or equivalent, ideally in history or another humanities discipline		✓	
	Experience using databases (particularly Blackbaud Grantmaking)			✓
Skills and competencies				
	Outstanding organisational and administrative skills, including a high level of attention to detail and the ability to manage a busy workload under pressure	✓		
	Demonstrable planning and project/event management skills with the ability to prioritise effectively and meet deadlines	✓		
	High level of spoken and written English	✓		
	Excellent written and oral communication skills	✓		
	Excellent relationship management skills	✓		
	The ability to work flexibly and efficiently and prioritise tasks in a small team and busy office	✓		
	The ability to work independently and exercise initiative	✓		
	Ability to analyse and solve problems, knowing when and how to escalate	✓		
	A high level of discretion in handling sensitive information	✓		
	Excellent IT skills (Microsoft Suite, SharePoint, Teams and Zoom)	✓		
Other				
	Passionately believes in the Wolfson History Prize's mission	✓		

### Benefits

- Annual salary £30,000 - £36,000 dependent on experience
- 35-hour working week with flexible working available and the need to attend events in the evenings and weekends
- 25 days paid holiday per annum
- Pension contribution
- Private health insurance