



The Wolfson Foundation is one of the UK's largest funding charities, awarding grants to support excellence in the fields of science and medicine, health, education and the arts & humanities (see [www.wolfson.org.uk](http://www.wolfson.org.uk)). The Foundation manages an endowment of some £800 million and allocates about £30 million each year in grants across a range of funding themes.

An exciting opportunity exists to join the staff of the Wolfson Foundation in the newly created position of Partnerships & Communications Manager. This role will provide support to the Chief Executive and Head of Grants & Policy as part of a small grants team. It will manage communications and publicity via various media, including the Foundation's website and press releases. In a wider sense, the role will also help to maintain the Foundation's external relationships, particularly with major grant holders and ongoing funding partners. As well as managing publicity, the Partnerships & Communications Manager will be involved in the administration of grant programmes, particularly taking responsibility for partnership programmes across all of the Foundation's funding themes (where partner organisations jointly fund and/or administer grant programmes alongside the Foundation). This position is an ideal opportunity for someone with experience in relationship management, publicity and events planning (perhaps within the fundraising or development sectors). It is likely to appeal to someone looking for the first step into the philanthropic sector.

The successful applicant will have a high level of spoken and written English, excellent organisational and administrative skills, a high level of attention to detail and the ability to work flexibly, managing a varied workload under pressure. Experience in public relations, including drafting press releases and organising events, is essential. The individual will also have experience of managing complex relations with external organisations.

The role requires an individual who is personable, professional and confident, particularly in public-facing situations. They must be able to work both independently and as part of a small team. Enthusiasm for the activities undertaken by the Foundation - and the ability to work across a wide-range of complex programme areas - is essential.

The appointment will commence from the beginning of March (or as soon as possible thereafter), and the hours will be Monday-Friday

9.30am-5.30pm (or equivalent), with some attendance at events out of office hours. The role is based at the Foundation's office in London but will entail some meetings and visits around the UK.

Applications should be made by email (attaching a cover letter addressed to the Chief Executive and a CV) to: [lin.richardson@wolfson.org.uk](mailto:lin.richardson@wolfson.org.uk) by 11am on Friday 23 January 2015. Further details, including remuneration, will be discussed at interview. It is intended that interviews will take place during the week commencing 2 February 2015.

*January 2015*