

# CANDIDATE PACK FOR DIRECTOR OF ENGAGEMENT



the  
CHURCHILL  
fellowship



# WELCOME

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Dear Candidate,

We are delighted that you're considering joining the Churchill Fellowship as our new Engagement Director. The role represents an exciting opportunity to play a central role in a dynamic and evolving organisation that empowers individuals to drive meaningful change across the UK.



Our unique model for change is based on global learning. Every year we support over 100 individuals to explore new ideas and best practice worldwide, helping them bring fresh solutions to the challenges we face as a society.

We've been backing changemakers since 1965 and 2025 marks our 60th Anniversary. During the year we'll be celebrating our 6000 exceptional Fellows, from all backgrounds, life experiences and ages, and their remarkable achievements. Collectively our Fellows represent a unique and influential community of changemakers that operates across all four nations of the UK.

As Engagement Director, you will be instrumental in strengthening this vibrant community, forging influential partnerships, and building the profile and reputation of our work. This is a leadership role with real impact, where you will have the freedom to shape strategy, build networks, and champion the incredible work of our Fellows.

If you are a strategic thinker, a natural connector, relationship builder and passionate about making a difference, we would love to hear from you. I hope you will consider bringing your expertise and energy to our team—and to a mission that truly changes lives.

**Julia Weston**  
Chief Executive





# ABOUT US

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The Churchill Fellowship is a community of changemakers whose mission is to learn from the world and transform lives across the UK and this role is pivotal to our work.

We support outstanding individuals pursuing their own vision for change in an issue where they have first-hand experience. They are driven by a personal commitment to tackle today's key issues, to develop new solutions for their communities and sectors, and to exchange ideas throughout the UK and beyond. They work across all of today's most pressing challenges, from protecting the environment to preventing domestic abuse, from increasing youth employment to enriching urban spaces and much more. Collectively, they create change that reaches across the country.

Every year we select over 100 new Fellows and fund them to spend up to two months discovering new approaches around the world for practical issues they care passionately about. Fellowships cover every aspect of UK life because our approach is universal, responsive and inclusive. We respond to emerging trends and challenges and our Fellowships are open to all UK adults regardless of qualifications, background or age. Fellows propose their own programmes of research and action and bring their lived or learned experience of their chosen subject. We believe in the power and potential of individuals and prioritise people and topics that would not be funded elsewhere.

This inclusive approach gives the Fellowship a unique range and authority and has created a powerful model for change, based on real needs, frontline insight and personal dedication. It offers dynamic individuals the recognition, funding and support to pursue what is often their mission of a lifetime.

The Fellowship was created by public subscription in 1965 as the living legacy of Sir Winston Churchill. Since then we have made almost 6000 grants to inspiring individuals who possess the passion and commitment to make a real difference. Many Fellows become knowledge leaders and influencers for the long term and continue to feel the beneficial effects of the Fellowship decades after being awarded.

## OUR ORGANISATIONAL VALUES

We live by our organisational values which we use to guide decision making and behaviours across the organisation. These are:

### **Inclusivity**

We welcome everyone who is working to benefit society into our community. We know there is strength in diversity and are committed to equity across all of our activities. We celebrate individuality and are proud to support people on their own terms.

### **Investment in people**

We aim to empower everyone in our community. Our investment supports people to believe in their ability and achieve their potential. We believe the possibilities for development are unlimited and we invest in people who are dedicated to building a better society.

### **Appreciation**

We recognise the importance of people and their potential. We place trust in the members of our community and their ability to utilise their expertise and knowledge. We value the opinions of others and create a positive environment for people to share.

### **Collaboration**

We thrive on collaboration and supportive relationships. We continue to build our community and promote long-term partnerships and connections. We appreciate the importance of our networks and how these can contribute to change.

### **Creativity**

Our approach is to listen, learn and improve. We adapt to change and build on what we discover. We have a responsibility to learn from the world in order to improve society.

## ORGANISATION CHART

To view our team structure, please [click here](#).

# JOB DESCRIPTION

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<b>Location:</b>	Westminster / Hybrid (2-3 days a week)
<b>Contract:</b>	Full Time (36.5 hours per week)
<b>Reporting to:</b>	Chief Executive
<b>Managing:</b>	Research & Engagement Manager(s) Head of Communications
<b>Other key relationships:</b>	Senior Leadership Team Board of Trustees Chair of Council Advisory Council Members Partnership and Fundraising Committee

## THE PURPOSE OF THE ROLE

The Engagement Director will play a crucial part in a rapidly evolving organisation. This is a senior role for a charismatic strategic thinker who is a natural networker with excellent communication and interpersonal skills with a passion for championing and understanding how individuals make change.

You will oversee and support the Engagement Team to deliver the charity's engagement strategy, enhancing the impact of our community of changemakers and raising the profile and visibility of The Churchill Fellowship.

## KEY RESPONSIBILITIES

### Leadership and strategy

Responsible for enhancing the impact of our community of changemakers and raising and building the reputation and visibility of The Churchill Fellowship.

Actively participate in the design and championing of TCF's strategic direction and continuing development. Collaborate with the Chief Executive, Senior Leadership Team and Trustees to implement the organisation's strategy.

As a member of the Senior Leadership Team:

- play an active role in the leadership of the charity
- promote and model The Churchill Fellowship's (TCF) organisational values
- advance an open, inclusive and respectful working culture and promote and facilitate cross-organisation working.



## Engagement

- Lead the build and delivery of the engagement strategy in order to both strengthen the Fellows' impact and raise the profile and reputation of TCF amongst relevant stakeholders to progress the mission and vision of the organisation.
- Shape and lead a programme of stakeholder events such as roundtables, seminars and conferences on subjects of relevance to TCF's work and sectors of interest and generate engaging content to build the reputation and visibility of TCF. This includes the biennial Award Ceremony.
- Build relationships with key influencers, policy makers and practitioners in sectors of interest to build engagement and increase the reach and impact of Fellows' work.
- Develop and manage a portfolio of current and prospective Knowledge Partnerships to support specific Fellowship programmes and increase the impact of Fellows, individually and collectively within relevant sectors.
- Build relations with Fellows individually and collectively and help them establish communities of practice so that they can share their knowledge and increase the impact of their work.
- Act as secretary to the Advisory Council, working with the Chair of the Advisory Council to plan and run twice yearly meetings and leading on the recruitment of new members.
- Work with our Salesforce Team, to develop our CRM system (Salesforce) to support the charity's engagement activities.

## Programme Development

- Support the development of our new funding programmes ensuring that they are balanced across our funding framework and deliver the charity's ethos of investing in every area of society.

## Communications

- Oversee the development and delivery of the charity's communications strategy and reputational build across all channels.
- Ensure the integrity of TCF's brand both internally and externally.
- Responsible for ensuring the charity's communications crisis planning is in place and reviewed regularly and act as a media spokesperson when necessary.





# PERSON SPECIFICATION

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## QUALIFICATIONS

- Degree level or equivalent transferable skills

## SKILLS AND EXPERIENCE

- Senior level external engagement experience and skills
- A natural networker able to forge new relationships with a range of stakeholders across multiple sectors
- Experience managing successful charity or non-profit partnerships
- Leadership and influencing skills
- Experience representing an organisation externally in meetings and at events at a senior level, including facilitating/ chairing roundtables/discussions with external stakeholders
- Experience of charity policy/advocacy/campaigns work with four nations reach
- Experience of managing crisis communications, external public relations management
- Creative and adaptable, with ability to think strategically and be across the detail
- A strong track record of delivering tangible results on time and to budget
- Strong communication and interpersonal skills for communicating face-to-face, in writing and by telephone with individuals at all levels
- Evidence of working in a team and contributing to a diverse and collaborative working environment
- Experienced line manager and effective and supportive team builder
- A deep interest in the role of individuals achieving change in the UK
- Experience using and interacting with Salesforce (Customer Relationship Management Database) or similar
- Strong IT skills, including high levels of proficiency in all aspects of Microsoft Office, especially Excel

## PERSONAL CHARACTERISTICS

- Broad interests, an openness to new ideas and willingness to learn
- Commitment to the values and ethos of the Churchill Fellowship
- Commitment to the principles of equity, diversity and inclusion
- A great team player with a pro-active, confident, and positive approach and the ability to contribute to a culture of collaborative working
- Demonstrates a 'coaching approach' to line management to support team development
- The ability to work with good humour, tact, and diplomacy and to maintain confidentiality
- Positive attitude and mindset
- Proactive and able to work well independently as well as part of a team
- Passionate about achieving excellence through continual learning

## CIRCUMSTANCES

- Able and willing to commute into Westminster a minimum of 2 days a week and more when there are specific meetings or activities taking place

# WORKING FOR THE CHURCHILL FELLOWSHIP

Detailed package, benefits and wellbeing package:

- Salary circa. £80,000 (Full time, 36.5 hour a week)
- Hybrid working policy (2-3 days a week in the office for Senior Leadership)
- 5 weeks holiday a year, with additional paid leave if the office closes over the Christmas Break
- Paid leave for volunteering
- Enhanced pension scheme, with 10% employer contribution
- Enhanced maternity, paternity and adoption leave and pay after 2 years of service
- Employee Assistance Programme
- Life Assurance
- Bike purchase salary sacrifice scheme (Cycle2Work)

Standard working hours are 36.5 hours a week 9.30am until 5.00pm, Monday to Thursday and from 9.30am until 4.00pm on Friday, including a paid lunch break of one hour.

We have embraced the benefits of working from home and at the same time, we value the contribution of face-to-face contact in building teamwork, collaborating with your colleagues, exchanging ideas and know-how, and for work efficiency. We therefore operate a hybrid working arrangement, where staff can work from home if they wish, however everyone is required to work in the office a minimum of 1-2 days a week with Tuesdays as the core day for regular whole team meetings.

Senior Leadership is expected to be in the office at least 2 days a week, this may occasionally be more depending on meetings and activities. The current regular office days for Senior Leadership are Tuesdays and Thursdays, we do however reserve the right to amend this from time to time to reflect the needs of the Organisation.

Note: unfortunately, we are not currently in a position to offer sponsorship for visas and all applicants will need to have, and be able to prove, the right to work in the UK.

Equity, diversity and inclusion are core to the values and ethos of the charity's work across all activities. The Churchill Fellowship is committed to being an inclusive employer with a diverse workforce. We encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences. Our office accommodation is accessible.





## HOW TO APPLY

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We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Chris Milo at [chris.milo@starfishsearch.com](mailto:chris.milo@starfishsearch.com) and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/churchill-fellowship-dir-eng/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

**Closing date:** Monday, 31st March

**Preliminary interviews:** w/c 28th April 2025

**Interviews with Churchill Fellowship:** w/c 19th May 2025

