

General Information

The Commonwealth Local Government Forum (CLGF) works to promote and strengthen effective democratic local government throughout the Commonwealth and to facilitate capacity building and the exchange of good practice across local government structures. CLGF is recognised by Commonwealth Heads of Government as an associated Commonwealth organisation representing elected local government.

CLGF is a membership organisation, bringing together local government stakeholders - local government associations, individual councils and ministries of local government; academic, professional and research organisations can become non-voting associate members. CLGF has about 150 member organisations in 47 Commonwealth countries. The organization has offices in all regions of the Commonwealth.

CLGF policies are agreed by the Executive Committee on behalf of the Board which is made up of elected councillors and ministers of local government from across the Commonwealth. A General Meeting of members is held every two years, and this is linked to the CLGF Biennial Conference.

The organisation networks local government stakeholders and focuses on three key areas of work:

1. Promotion and advocacy of local democracy and decentralisation in the Commonwealth
2. International research and knowledge exchange of local government good practices
3. Practical capacity building for local government

These activities involve interacting with Commonwealth and other institutions, organising seminars and workshops and running projects and local government technical partnership programmes in accordance with the CLGF Strategic Plan Objectives.

Contract Term: Permanent

Salary: £35,950 per annum

Application Process

Closing Date: Monday, 16 March 2026, 1700hrs

Interview Date: 9 April 2026

Applicant should have the **right to live and work in the United Kingdom**. Evidence will be required when you are offered the job.

Application Submission

It is important that your application letter addresses each point set out in the Person Specification for the post and the three questions as directed.

Please submit your application letter together with a two-page CV to

recruitment@clgf.org.uk

Application Questions

Applicants as part of their application letter should respond to the following questions. Maximum 200 words per question. Applications that do not provide clear, specific examples may not be shortlisted.

1. Strategic Communication & Quality Control

Describe a communications product you were personally responsible for delivering end-to-end. Explain the audience, your role, how you ensured quality and accuracy, and one challenge you addressed.

2. Prioritisation Under Pressure

Provide an example of when you delivered multiple communications outputs to competing deadlines. Explain how you prioritised your work, the decisions you made, and the outcome.

3. Digital Impact & Audience Engagement

Give a specific example of how you used digital channels to engage a defined audience. Explain why you chose those channels, how you measured success, and what you learned.

Short List: We are unable to communicate with all applicants and therefore if you do not hear from us by **7 April 2026**, please assume that your application was unsuccessful.