

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 and services. 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 organisation 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.

Contract Term: 18 months with option to renew

Salary: £35,950 per annum

Application Process

Closing Monday, 16 March 2026, 1700hrs

Interview Date: 10th 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

1. Project & Donor Experience

Please describe your experience supporting donor-funded projects (e.g. EU, FCDO, foundations), including your role in reporting, financial acquittals, or compliance.
(Max 200 words)

2. Organisation & Deadlines

Give an example of how you have managed multiple deadlines across projects or programmes. How did you prioritise your work and ensure accuracy?
(Max 200 words)

3. Monitoring, Evaluation & Learning (M&E)

Describe any experience you have supporting monitoring, evaluation, or learning activities. This could include data collection, tracking outputs, or contributing to reports.
(Max 200 words)

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