



Job description

Job title	Senior External Affairs Manager
Department	Corporate Affairs and Communications
Contract	Permanent, Full-time
Salary	£45,000 – £48,000 per annum, depending on experience
Hours	36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Director of Corporate Affairs
Responsible for	Communications Assistant

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

You will work closely with the Director of Corporate Affairs to develop and implement a Corporate Affairs strategy for Tate's key stakeholders. You will devise and coordinate advocacy campaigns and positively communicate Tate's strategic priorities to all relevant stakeholders. You will advise on corporate positions on cultural and socio-political issues, developing communications campaigns to support these. You will write and prepare briefings for Tate's Directors and Trustees, supporting the organisation in mitigating risk to its reputation.

About your team

Tate's Corporate Affairs team has a dynamic and influential role in the organisation. It sits within the Corporate Affairs and Communications department which helps to manage what Tate is saying, and what people are saying about Tate. Its work includes the strategic planning and delivery of Tate's external communications leading on the overarching key messages, corporate and social responsibility, information dissemination and strategic communications advice. The department includes the Press and Communications team, Corporate Affairs team and works closely with Governance, Internal Communications, Social Media and External Relations teams.

What you will gain

Motivated and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

What you will do

- To develop a Corporate Affairs strategy for all relevant stakeholders including local and national politicians, opinion formers, art world and museum sector, to build advocates for Tate.
- To collaborate with Governance, External Relations, Press and Internal Relations colleagues to devise and implement advocacy and communications campaigns for each stakeholder group, preparing a timetable of communications, communications materials, manage events and write briefings.
- To work closely with the Chief Communications Writer and Head of Press and Communications to develop campaigns that seamlessly integrate with other Gallery communications initiatives.
- To develop corporate positions and key messages on cultural and socio-political issues, advising Executive Group, Trustees and briefing colleagues across Tate
- To identify and inform the Director of organisations, individuals and events of relevance to the national and international activities of Tate and Plus Tate partners.
- Identify key issues and themes which are impacting the cultural sector, tracking these issues and briefing the Director of Corporate Affairs and Executive Group accordingly.

What you will bring to the team

- Good written and verbal communication skills, with experience of writing and disseminating briefing materials.
- Demonstrable experience in a communication led area.
- Demonstrable experience of Corporate Affairs activity at a national/international level.
- Political knowledge for both the UK and Europe.

- A range of established contacts with stakeholders across Government, Parliament, within London and the arts and culture sector.
- Awareness of issues of equality, social and cultural diversity and a nuanced understanding of the complexity of current cultural debate in the public sphere.
- An understanding of art, the practices and ideologies that underpin it.
- Strong emotional intelligence and collaborative skills, with the ability to build positive relationships across the organisation at all levels and with external stakeholders.
- The ability to think strategically, harnessing ideas and opportunities to achieve goals.
- The ability to prioritise a high workload and respond to issues quickly and soundly, being alert to changing circumstances with a flexible and proactive approach.
- A proactive approach to working independently with self-motivation, initiative and creative thinking.
- Resilient, energetic and good-humoured approach to work, with the ability to keep conflicting working demands and workload in appropriate balance.
- An interest in and commitment to the work of Tate.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect, supporting Tate's core values of openness, rigor, kindness and boldness.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 20 February 2024 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

