

Job Title: Climate and Comedy Programme Manager, full time, Monday - Friday
Reports to: Head of Programmes and Engagement, OKRE
Location: London, Euston or hybrid 3 days per week in the office, 2 per week remote)
Salary: £45K pa (non-negotiable)
Start Date: March/ April
Contract: 18 month Fixed Term Contract

OKRE is looking for someone who knows how comedy gets to our screens and is experienced in planning and delivering projects and initiatives to head up a new and ambitious programme. The **Climate and Comedy Programme Manager** will be responsible for leading a programme of focused activity running until September 2026.

Who We Are:

OKRE (Opening Knowledge Across Research & Entertainment) is a charity that operates as a centre of excellence for organisations seeking to understand and work with the entertainment industries. We work at the heart of the entertainment eco system, helping to shape culture, attitudes, beliefs and behaviours in popular entertainment.

We do this by facilitating the exchange of knowledge, skills and innovations between the research sector, social impact community and entertainment media. We work with commissioners and producers across all entertainment genres to develop compelling entertainment that appeals to their audiences, shifts perceptions and lead to action. OKRE's supporters include Wellcome, Comic Relief, Unbound, UKRI, Esmée Fairbairn Foundation and Joseph Rowntree Foundation.

OKRE has a small team with a wide remit. We are a start-up organisation with ambitious growth plans, and a relatively new senior leadership team now in place to deliver them.

OKRE is a spin out charity of Wellcome, building on its award-winning work across broadcast, games and film.

Role Purpose

The programme sets out to encourage and inspire mainstream comedy approaches to issues around climate change. To do this, the programme will have two strands: industry roundtables and a funding award.

The industry roundtables will be a series of invitation only discussion sessions for a range of key players in the comedy ecosystem to consider comedy's role in reflecting

how climate change is affecting how we live today; share and unpack examples of where comedy can, and is, making a difference in this area; and come up with suggestions of how comedy might use its power and influence to support greater public engagement with this most pressing issue of our time.

The funding award will be informed by outputs from the roundtables. It is intended to stimulate fresh approaches to comedy informed by issues relating to climate change. There is an existing outline for the award, and the Programme Manager will use that to shape how it will be delivered.

In addition, the Programme Manager will also lead on delivering a small number of practical networking workshops hosted in partnership with major broadcasters. These workshops are based on existing formats devised by OKRE.

The role would be perfect for someone who is great at planning and delivering activity. The successful person will need to have a great understanding of how comedy gets on to our screens, a range of relevant networks in the industry to draw from and be excited by the prospect of shaping new initiatives. The postholder may bring experience of successfully heading up comparable projects/programmes or have experience of successfully playing an associate role on comparable activity and be ready to step up and lead themselves.

Being successful in this role will require tenacity and an ability to bring people on board. While there is an existing framework in place for the programme, we are looking for someone who will bring in their own ideas and make their mark.

Key Responsibilities:

Leadership and Influencing

- Take ownership of the Climate and Comedy programme and provide visible leadership on it, with support from the Head of Programmes and Engagement.
- Champion the programme internally and with key stakeholders, fostering a sense of excitement and purpose.
- Give direction to any additional staff who may be brought on for the programme, for example, temporary staff, trainees and additional freelance staff as required for events.

Programme Design

- Build on an existing project proposal to design a programme of broadcast comedy industry focused activity to run from approximately May 2025 – June 2026. The programme will be based around a series of industry roundtables and a funding award.
- Identify any potential risks with the programme design, flagging these with Head of Programmes and Engagement and working with them on mitigations.
- Work with Head of Operations and other relevant specialists contracted to OKRE to identify legal, contractual and financial issues that need to be considered when planning a funding award and using this information to guide the design.

Project Management

- Develop a clear project management plan for the activities to be delivered.
- Work with the Head of Programmes and Engagement to develop relevant KPIs for activity and putting in plans for tracking, monitoring and reviewing activity against these throughout the programme lifecycle.
- Identify where there is scope for follow up legacy activity beyond the programme lifecycle.

Finance and Operations

- Manage budgets for the separate activities, keeping accurate records of spending and flagging significant over/ underspends in a timely fashion.
- Work with Head of Operations generate the appropriate agreements for different elements of the programme (for example, grant awards, honoraria, etc).

- Keeping records of all contracts and agreements.

Event Management

- Develop a format for a series of industry roundtables for an invitation-only audience of key people working in comedy. Lead on delivering these across the programme lifecycle.
- Lead on delivering a small number of additional networking workshops. These workshops will follow an existing format, but the programme manager will be encouraged to bring fresh ideas to the delivery.
- Lead on design and delivery of an event to launch the funding award.
- Identify and negotiate deals on venues/ room hire, catering, and other elements as required.
- Lead on identifying where extra support is needed from other members of OKRE team/ freelance staff as required for activities.
- Be the main point of contact for external venues and any freelance staff (e.g. event assistants, photographers etc) directly engaged in the activity.
- Troubleshoot, by solving issues as they arise and referring to others when needed.

Stakeholder Management

- Use own networks and understanding of how comedy content reaches audiences on key platforms to identify, develop and nurture relationships with a range of key people to involve in the programme. These will include commissioners, producers, writers, agents and comics.
- Be able to use these relationships to bring the right people together for the industry roundtables, ensuring that their time and expertise is used effectively.
- Act as an ambassador for the programme and OKRE in external meetings and events.
- Identify significant and influential allies for the programme, building opportunities to use their expertise and advice to strengthen the programme.
- Ensure that stakeholders have a positive experience of the programme and working with OKRE, so that the relationships nurtured in the programme can be continued beyond the programme lifecycle.

- Alongside Head of Programmes and Engagement, deliver regular updates to the programme partners at Wellcome, responding to feedback and adjusting plans where required.

Administration

- Responsible for inputting information relating to the programme in the OKRE CRM system, ensuring that all contact information held is appropriate, and compliant with GDPR.
- Keep the CRM system organised to ensure its maximum benefit to the programme, for example by organising contacts to groups to ensure that they receive the most appropriate invitations and communications regarding the programme and any relevant OKRE activities.
- Keep accurate records of project progress so that other members of the OKRE team can easily understand where the project is.

Communications

- Work collaboratively with OKRE Head of Marcomms in the formation of a comms plan for the lifecycle of the programme, with key activity dates agreed.
- Work closely with OKRE's marcomms team to shape the creation of engaging and authoritative outputs from the industry roundtables.
- Proactively suggest to OKRE's marcomms team where programme activity might result in compelling content for OKRE.
- Enthuse the rest of the OKRE team with key findings and stories from the programme as it happens.

Other

- Providing input into grantmaking decisions related to the OKRE Fund. This involves reviewing applications and being part of quarterly committee meetings. The OKRE fund is open to content creators working across different genres of content.
- Contribute to a positive and open working environment, which supports knowledge sharing, learning, communication and collaboration.
- Contribute ideas which can help support other OKRE programmes as required.

Skills & Experience

Subject knowledge

- Have excellent professional knowledge of how comedy gets developed and produced for the screen. (Essential)
- Be able to demonstrate the ability to gain access to key people in the comedy industry (including commissioners, producers, agents, etc). (Essential)
- Have an interest in, and know some examples of, comedy explicitly responding to issues around climate change, and be keen to build on this work through the programme. (Desirable)

Programme Management

- Have demonstrable experience of having managed projects/ programmes to deadlines and to budget. By programmes, we mean a time bound series of activities and outputs that collectively are more than the sum of their parts. This experience could have come from programme making, running events, festivals, creative industry-related training schemes, membership activity, or other relevant arenas. (Essential)
- Experience of evaluating projects and using these findings to update and improve future activities. (Essential)
- Experience of successfully managing internal stakeholder relationships. (Essential)

Leadership

- Have demonstrable experience of creating shared purpose and leading activities or projects which involve groups of people. (Essential)
- Have demonstrable experience of having led projects/programmes involving senior people in the comedy industry (Desirable)
- Experience of facilitating workshops or online events (Desirable)
- Experience of leading events, including managing suppliers and freelance staff. (Essential)

Communication

- Excellent written and verbal communication skills. (Essential)
- Experience of being persuasive and engaging stakeholders effectively. (Essential)

Ideally you will be:

- Hard working, with a “can-do” attitude, but experienced and self-aware enough to know your limitations and not be afraid to ask for help where needed.
- Happy to take ownership of projects, managing your own time while communicating clearly with others where deliverables are interdependent.
- Passionate about comedy and its potential to shift perceptions.
- Confident with putting forward ideas, asking for and responding to feedback and coming up with actionable plans to make things happen.
- Able to establish rapport and build positive working relationships with a variety of people.
- Delivery focused with excellent attention to detail.
- Excited about hybrid working as part of a small but growing team, where you can play a positive part in shaping the organisation’s work and its working culture.

What you will receive on top of your salary:

- Optional enrolment into OKRE’s workplace pension scheme.
- Free access to Wellcome’s onsite Nuffield Gym.
- Access to Employee Assistance Programme.
- Access to a varied menu of hot and cold food options at Wellcome’s staff food outlets, at prices substantially lower than Central London averages.
- Great views over the city from our 6th floor central London office opposite Euston station and in the building that houses the Wellcome Collection, a museum and library in central London connecting science, medicine, life and art.

How to apply for this role

To apply please send a CV and cover letter with the subject heading 'Climate and Comedy Programme Manager' to officemanager@okre.org by 10:00 on 17th February. Please make sure that the CV and cover letter together clearly set out how you meet the essential skills and experience required, as we will shortlist based on this.

Diversity and Inclusion

Diversity and inclusion are at the heart of everything we do and we actively encourage applications from those at different life stages.

We are committed to creating an environment where all employees, workers and job applicants can thrive.

We work to make our recruitment processes as inclusive as possible. If you would like us to make adjustments during the application process, please contact us by emailing officemanager@okre.org with the subject line 'Application Process'.

We expect our team to treat others on their merits and challenge any form of direct or indirect discrimination, victimisation, or sexual, racial or any other type of harassment.

Feedback & process

We receive a high volume of applications to our open positions and consequently can't provide feedback to every application. We will confirm receipt of your application via email.

We will invite shortlisted applicants to online interviews on 26th and 27th February. Final interviews will be held in person at our central London office 3rd March.

All candidates selected for interviews will receive feedback if requested.