



## Communications Advisor

Content, web and integrated corporate communications

Job Description | November, 2017

**Opportunity to join leading international climate NGO's London HQ, working on groundbreaking programs with business and governments.**

**The Climate Group is looking for a talented and ambitious communications professional to join a growing communications operation. They will have the opportunity to play a critical role in driving the communications for our programs on renewables, electric vehicles and the Under2 Coalition of global states and regions, working with colleagues from China, US, India and EU.**

We are undergoing an exciting period of evolution and are investing to match the growing leadership of our organization in accelerating global climate action. Communications has a critical role in our future strategy. We are looking for people with ambition for our mission and passion for quality and innovative integrated communications.

### About The Climate Group

#### Our Mission

Accelerating climate action.

#### Our Goal

A world of less than 2°C of global warming and greater prosperity for all, without delay.

#### How we do it

- We bring together powerful networks, of businesses and governments, which shift global markets and policies, towards this goal.
- We act as a catalyst to take innovation and solutions to scale. And we use the power of communication to build ambition and pace.
- We focus on the greatest global opportunities for change.
- The Climate Group is an international non-profit with offices in Beijing, London, New Delhi and New York.

#### About the role

***Content, web and driving forward integrated corporate communications is the focus for this role.***

This role sits within the Corporate Communications and Media section of the team, which covers web, media, design, content and social media for The Climate Group. This is a new role on the team and would suit someone who is currently working at an account manager / communications executive role either at an agency or in house, looking to progress their career in a fast-paced, integrated communications team. Your experience of work must include managing websites, writing and producing compelling, high-quality content for



multiple channels including social media. This could be from working in a consultancy, trade body, businesses or public role.

Your core responsibilities will include:

### **Content**

- Supporting staff across teams to deliver high quality content (e.g. briefings, case studies, reports, video, blogs, news, tweets etc) for The Climate Group and its key programs through multiple platforms.
- Helping progress our approach on content – to be more pithy, visual and accessible – to better profile our brand and influence.
- Planning content in advance and prioritizing actions with line manager and team.
- Proactively securing critical input and decisions from senior staff and partners to deliver the content plan.

### **Communications channels**

- Supporting the day-to-day running and maintenance of our website (and microsites), positioning it as a critical tool in our partner and stakeholder communications.
- Supporting on social media channels when required.
- Integrating latest trends in digital and social media into our plans and outputs.
- Receiving and appropriately handling media calls.
- Professional engagement with international external stakeholders and partners.

### **Corporate communications support**

- Support the Head of Media and Corporate Communications and wider team by performing a key executive role, e.g. planning agendas, writing-up actions and driving those forward.
- Being able to help drive forward critical projects for the team wherever required.
- Working flexible hours when required to support events and announcements across international time zones.

### **About you**

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As an adaptable self-starter, you will have the ability to execute agreed actions to a high level without intense supervision. You will be proactive in all you do and seek feedback from colleagues to ensure continuous improvement in everything you work on. You will be evangelical about innovation and new ways of doing things – with ideas of how we can evolve our own processes – and will thrive in a fast-paced and evolving landscape.

### **Essential:**

- Excellent written and proofreading skills with a high level of attention to detail.
- Experience of working in a fast-paced, integrated communications team.
- Excellent day-to-day knowledge of managing websites using CMS (Drupal is a plus).
- Excellent working knowledge of digital and social platforms, including but not limited to Facebook, Twitter, Instagram, Snapchat, YouTube and LinkedIn.
- A seasoned storyteller, with an eye for a good headline and the ability to develop a wide range of multi-channel content for a variety of audiences that can significantly drive profile and influence.
- Ability to communicate complex information from multiple sources in a clear, simple and engaging manner for the target audience.



- Visually literate, with ability to make appropriate judgments on design to support the development of high quality content.
- Experience in contributing to the development and management of a content plan to help enhance team planning processes.
- Excellent project and time management skills, with ability to prioritize workload and conflicting requests from senior internal and external stakeholders.
- Excellent interpersonal skills, with ability to communicate effectively with a wide variety of stakeholders, including high profile partners.
- Experience in effectively providing team administration, capturing key outputs from meetings and devising team agendas to help maintain campaign momentum.

#### Highly desirable

- Experience of working with an agency, e.g. media, digital and design – effectively communicating requirements to get projects delivered in a timely manner.
- Experience of working internationally.
- Ability to communicate in languages other than English.

#### Location

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You will be based in our London head office, in County Hall, which is a five-minute walk from Waterloo station.

#### Terms and conditions

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This is a full-time, permanent position. The salary for this post will be £27,000-£30,000 per annum, depending on experience. In addition to the salary, the role holder will benefit from:

- 25 days' holiday pro-rata, plus public holidays
- 10% non-contributory pension scheme, following three month's service
- Private healthcare and Cash Plan on completion of probation
- Life Assurance
- Subsidized gym membership
- Season ticket loan

#### How to apply

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For further information or an informal discussion, please contact Lenka Brabazon, HR Adviser, on [LBrabazon@theclimategroup.org](mailto:LBrabazon@theclimategroup.org). Applications by CV and cover letter. Closing date for submitting your application is **18 January 2018**.

The requisite eligibility criteria, or work visa to work in the UK, are a requirement for this position and no relocation and/or sponsorship costs will be borne by The Climate Group.

Due to high volume of applications, we are unable to notify unsuccessful applicants. If you have not been notified of the outcome of your applications within four weeks of the closing date, please assume you have been unsuccessful on this occasion.