



## Communications Executive

### Supporting global business initiatives

Job Description | December, 2017

---

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

The Climate Group is looking for a talented and ambitious communications executive to join a growing communications operation. They will have the opportunity to play a critical role in driving the communications for our business programs on renewables, electric vehicles and energy productivity, working with colleagues from China, US, India and EU. This is an entry level position in the communications team but comes with significant responsibility and so therefore requires substantial prior working experience.

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

---

This is a new role supporting integrated communications for The Climate Group. It sits within the section of the communications team that supports our programs with governments and businesses, and works with those respective program teams. The main focus of the role will be supporting our rapidly growing business campaigns, RE100 (renewable power), EP100 (energy productivity) and EV100 (electric transport), together with some work to support the Under2 Coalition of States & Regions.

Spanning all communications areas, the role will suit someone with a keen interest in working with the world's largest businesses, as well as sustainability, economics, and cutting-edge innovation and technology. You will be looking to develop your career within a fast-paced, integrated communications team with the opportunities provided by an international not-for-profit. You must have substantial demonstrable experience of working with a communications team or press office, within a business or organisation that works extensively with businesses.

This role includes taking on a number of significant responsibilities for the organisation, playing a critical role in the development of our communications, with early opportunities to engage with senior stakeholders both internally and externally.

Your core responsibilities will include:

### **Communications planning**

- Running day-to-day communications planning of our business campaigns – ensuring that high quality work is delivered on time.
- Working with colleagues and key internal and external partners to ensure key inputs are received in time and outcomes are known.
- Managing the calendar of future events and opportunities, including fielding and conducting initial assessment of requests.
- Proactive identification and chasing of new opportunities, networking externally and working with colleagues to land them for the organisation.
- Utilizing news, external policy discussions and social media to identify potential topical hooks for our work, suggesting ideas to colleagues.

### **Campaign focused media work**

- Key support activity for our program media work across the board – from drafting press releases to fielding specific calls and ensuring enquiries are dealt with effectively through to conclusion.
- Working with senior internal and external partners to ensure timely inputs of the quality required to drive coverage.
- Driving our media sell-in, with colleagues, including building up our database of contacts.
- Supporting our work to enhance the long-term media profile of our campaigns and The Climate Group.
- Owning and building the relationships with significant trade media, identifying forward feature opportunities and pitching ideas that showcase our work with businesses.
- Supporting on social media when required, integrating the latest digital trends into our plans and outputs.

### **Content**

- Proactively drafting impactful stories, ensuring they go live and are promoted in a timely fashion.

- Communicating with external business partners to source impactful stories that both promote great climate action and support our communications objectives.
- Supporting the promotion of RE100 Gold level members and other similar fundraising initiatives.
- Supporting the compilation and distribution of regular campaign newsletters.
- Supporting the day-to-day feeding of content for campaign websites, working with the main web team.
- Supporting colleagues on the compilation of impactful presentations and pitches.
- Working with the multimedia editor to schedule, transcribe, and promote Climate TV interviews with member companies.

#### **Building and maintaining stakeholder relationships**

- Managing much of the day-to-day process for new members joining – working with global corporate sustainability and communications teams.
- Field communications enquiries and requests from members and wider stakeholders and ensuring timely and high-quality responses.
- Keeping members up to date on our business campaigns by contributing to regular update webinars.
- Professionally engage with international external stakeholders and partners at events as part of team networking.

#### **Administrative support**

- Planning agendas for meetings, writing-up action points and driving those forward.
- Ensuring efficient management of logos, marketing materials etc.
- Building a base of materials, references, facts and figures to provide proof-points for our messaging and to inform all our communications.

#### **Other**

- Working in ad hoc support roles as part of teams working on our global events, e.g. Climate Week NYC.
- Working flexible hours when required to support events and announcements across international time zones

### **About you**

---

As an adaptable self-starter, you will be proactive and seek feedback from colleagues to ensure continuous improvement in everything you work on.

You will be evangelical about quality, ensuring actions are completed and driving new ways of doing things. You can thrive in an evolving landscape and keen to gain valuable experience in a fast-paced environment working with colleagues in the UK and internationally across a number of different projects.

#### **Essential:**

- Demonstrable experience of working with a communications team or press office, within a business or working with businesses.
- Excellent ability to process and build-up knowledge and expertise on communicating technical issues related to business, energy and transition to a zero-carbon economy.
- Excellent experience of handling media, relative to your work experience, selling-in stories and being part of a wider effort to raise an organisation's profile.

- Excellent written and proofreading skills with a high level of attention to detail.
- Good understanding of integrated, multi-channel communications including different social media platforms.
- Excellent interpersonal skills and a good team player, able to work independently and effectively with others.
- Proactive, innovative, solutions-focused approach and ability to prioritize actions.

**Highly desirable:**

- Degree in communications/business/economics/environment/politics or another related field.
- Experience of working or volunteering internationally.
- Ability to communicate in languages other than English.

**Location**

---

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

**Terms and conditions**

---

This is a full-time, permanent position. The salary for this post will be £23,000-£25,000 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**

---

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.

We encourage applications as soon as possible. Closing date for submitting your application is **19 January**. 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.

