



Communications Manager

Job Description | November, 2017

A critical integrated communications role involving a significant element of public affairs and stakeholder relations. This position will manage the communications for the [Under2 Coalition](#) of global states and regions, as part of [The Climate Group's](#) support for their vital role in implementing the Paris Agreement. The role also involves working with colleagues across the group to help build our relations with governments and business, and support policy communications.

About the Role

The Climate Group is expanding its Communications team with this critical hire. We are looking for an experienced communications professional to support our fast-growing work with governments across the world who are committed to climate action, and work in a wider capacity across the group on policy and building stakeholder relations.

This role will suit someone from a public affairs or integrated communications background who is used to working at a high-level, understanding diverse stakeholder interests and has experience of communicating policy. They will have excellent instincts for government relations with an ability to, over time, strategically build an organization's profile and influence. It requires an outcome orientated, self-starter, able to propose and deliver high quality work whilst also willing to do what it takes to ensure key communications projects are achieved.

In turn, the new Communications Manager will join a fast-evolving organization, and a team that is supporting an organization which has communications at the heart of what it does. This is a unique London-based opportunity for anyone interested in developing their career in international public affairs and climate action.

The role will lead and manage the work of the communications team with the Under2 Coalition / States & Regions team at The Climate Group. They will be responsible for managing the execution of communications strategy and campaigns, and supporting / managing the development of these as well. It will be heavily involved in all aspects of the tactical execution, including project managing the contributions of the rest of the communications team (at all levels) to support great work and outcomes with the Under2 Coalition team.

The successful candidate will be able to bolster our capacity for supporting the work of the wider organization in building stakeholder relations, and developing our work on policy. This person should be able to help the organization understand what areas of climate policy are most topical and help us to communicate the contribution of our programs on those issues.

As part of an integrated communications team, the successful person will also have a good level of understanding of media and social media (e.g. understanding what makes a great story, ability to do draft press releases), ability to write to a high standard, and support



development of great content and a broader understanding of other communication disciplines, including brand, social media, events management etc.

This is a full-time position, reporting to the International Communications Director. It is primarily based in The Climate Group's headquarters in Central London with a significant amount of travel, including working within North America, Continental Europe, China and India.

About The Climate Group

The Climate Group works internationally with leading businesses, states and regions to deliver a world of net zero greenhouse gas emissions and greater prosperity for all.

We are at the forefront of ambitious climate action. Our focus is on collaborative programs with corporate and government partners that deliver impact on a global scale.

The Climate Group stimulates action by businesses, states and regions, bringing them together to develop and implement the policies that make change happen. We also communicate their achievements to secure global public acceptance of, and even greater ambition for, a prosperous, net-zero future for all.

The Climate Group is an international non-profit with offices in Beijing, London, New Delhi and New York.

Our States & Regions work:

The Climate Group runs the secretariat for the Under2 Coalition. Created in 2015 by the Governments of California and Baden-Württemberg, this is the lead, global coalition of sub-national governments who have signed up to driving ambitious climate action. It includes many of the world's most renowned states and regions; climate leaders in their own right. Within only two years, it has grown to comprise over 175 states and regions, representing more than one billion people and more than a third of the global economy. Many of the regions involved have economies and populations the size of nation states.

The Under2 Coalition is growing in both size and ambition. As the Secretariat, we play a key function in coordinating and building the work of the coalition and engaging members. We also lead work streams around transparency, policy innovation and energy transition pathways.

We have been working with state and regional governments globally, over the past decade, to help them achieve ambitious climate targets. This work has helped to develop a new generation of climate and energy policies and commitments that are focused on reporting and transparency, helping to drive standards of climate leadership globally. They are playing an increasingly critical role in the delivery of the Paris Agreement.



About you

You will be experienced in leading delivery, and inputting to the setting, of integrated communications strategies for complex initiatives and campaigns and building and managing the internal and external relations required to make these happen.

You will be outcome orientated and can act tactically when required to ensure delivery of key Climate Group initiatives. You will be adept at working across teams and with stakeholders at all levels across a diverse international environment. As a self-starter, you will be able to manage projects with minimal supervision bringing in wider team resource as required, and comfortable working flexibly in an evolving landscape.

Essential:

- Experience of communications strategy development and execution
- Background in public affairs – a track record of building long-term influence and profile
- Experience of delivering key outcomes for organizations through communications
- Ability to develop compelling cases for engagement, by governments and politicians, on issues and initiatives
- Experience of working with high-profile political stakeholders
- Experience of advising and supporting colleagues to build and enhance the influence of their work and external communications
- Strong written communications skills; experience of drafting external messaging that works with highly influential but busy audiences and letters to senior stakeholders, advising on development of impactful reports.
- Experience in developing assets & content for a breadth of communications channels
- Affinity with press releases, Q&As, etc. and an informed instinct for what makes a good news story and what that requires
- Experience of working across all communications channels, including, but not limited to, media, events, newsletters and digital
- Excellent project management skills, with gravitas to lead stakeholders at all levels effectively in an integrated structure
- Experience of recruiting and leading relationships with external agencies
- Experienced in evaluating programs of work, and able to demonstrate the value of communications in achieving business objectives
- Ability to prioritize effectively in a fast-paced environment
- Ability to communicate effectively with senior figures across The Climate Group and with our partners

Desirable:

- Experience of working internationally
- Experience of working in the climate change / not-for-profit sector
- Experienced in managing budgets and supporting / securing budgets and fundraising
- Experience of building virtual teams for projects and managing those to secure successful outcomes



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. 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 months' service
- Private healthcare on completion of probation
- Life Assurance
- Subsidized gym membership
- Season ticket loan

How to apply

If you are interested, please contact Lenka Brabazon, HR Adviser, The Climate Group (LBrabazon@theclimategroup.org) as soon as possible to express your interest. We are also happy to discuss further details of the role and have an informal discussion with suitable candidates upon request.

Applications for the position should come in the form of a CV and cover letter to Leah.

The expected closing date for applications is **31st December 2017.**

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 receive, we are not always able to proactively 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.