



COMMUNICATIONS ASSISTANT

The Role at a Glance

The role	The Communications Assistant will play a pivotal role in the High-Level Climate Champions' Communications Team. Their responsibilities will include supporting and delivering communications – on behalf of the Climate Champions – which fulfill the objectives set-out in the core Communications Strategy.
Contract type	Independent contractor
Contract duration	12 months
Remuneration level	In line with market rates, and depending on experience and location. The remuneration is inclusive of pension, annual leave and all benefits
Start date	As soon as possible.
Location	Flexible. We are a global team, so the role may require some travel
Annual leave	6 weeks unpaid leave
Reporting to	Matthew Phillips, Communications Director
Other	<ul style="list-style-type: none"> • The candidate is expected to work from home, with occasional travel as and when requested. • In some locations, a collaborative office space may be available. • The candidate is expected to provide and maintain their own ICT and work tools. • Out of town travel and other work related expenses will be reimbursed in line with Climate Champions travel and expense policy
Recruitment process	<p>Submit your CV and brief cover letter (no more than one A4 page) to opportunities@climatechampions.team. Please mention 'HLC Comms Assistant' in the subject of your email.</p> <p>The deadline for submitting applications is 9pm GMT on Friday February 18.</p> <p>Applications will be assessed on a rolling basis, with interviews taking place virtually.</p>



Background

The Climate Champions Team provides support to the UNFCCC High Level Climate Champions to deliver on the mandate from Parties: to drive climate action and enhance ambition by non-state actors. Working with the Marrakech Partnership and other partners, we mobilise businesses, investors, cities, regions and civil society and act as a bridge between non-state actors and national governments to reach the goals of the Paris Agreement. At COP26, the two serving High Level Climate Champions launched [a five year plan](#) to deliver on the mandate from Parties. It sets out objectives and details of the tools employed to achieve them, across six key functions for the work of the Climate Champions Team for the period 2021 - 2025.

The global team is resourced to support the major campaigns [Race to Resilience](#), [Race to Zero](#) and [Glasgow Finance Alliance for Net Zero \(GFANZ\)](#), as well as sector-focused systems transformation using the [Climate Action Pathways](#), [2030 Breakthroughs](#) and the [Resilience Transformations](#).

To help us deliver on our plan for COP27 in November and beyond, we now need an Africa Communications Assistant.

Responsibilities

As the climate community readies itself for COP27, we are recruiting a dynamic Communications Assistant who will support the delivery of high impact outputs, which shape the narrative this year. You will carry out communications strategies and support the team administratively – drawing from the Champions’ core Communications Plan – to accelerate transformational changes across all sectors to tackle climate change and protect nature.

You’ll be working closely with the Communications Director and Communications Manager to facilitate the smooth running of the Communications Team, and to ensure the timely delivery of our outputs. The Communications Team is responsible for delivering some of the most recognized and influential campaigns and activities in the climate arena, working with some of the most critical leaders and organisations from business and government.



1. Support the media communications strategy for our headline 2022 moments, working with global stakeholders and media to help implement our global media strategy as well as forging key media partnerships
2. Coordinate and participate in weekly calls with the High-Level Communications Team and core stakeholders, in order to steer communications outputs.
3. Act as key point person with communications community across NGOs, government bodies and other partners, fostering and developing relationships to align messaging
4. Support the development of key messages, events and campaigns relating to our headline moments, leveraging insight and knowledge
5. Provide support and guidance to team members, including drafting quotes and briefing sector leads
6. Draft speaking notes and meeting briefings for the High-Level Climate Champions
7. Work with the wider communications team to support the planning, creation and dissemination of key communications deliverables such as social media content
8. Ensure our messaging and brand is managed in accordance with our guidelines, working with relevant teams to ensure internal and external stakeholders are also supported in doing this

About you

You will be a highly motivated self-starter, willing to work across different time zones and cultures in a high-profile, fast-paced environment.

The following requirements are essential:

- Experience in a communications role, preferably at an environmental or sustainable development nonprofit or another mission-based organization
- Proven record of exceptional writing, editing and messaging
- Media experience, evidence of ability to build stories and secure coverage at a senior level
- Experience in supporting an integrated communications plan that includes social media planning, public affairs, campaign, and brand
- Excellent written and verbal communications skills including experience in producing high quality materials, such as press releases, quotes, and briefings
- Understanding of, or proven desire to learn, key knowledge related to climate change issues as they relate to real economy actors and government
- Excellent engagement and networking skills including stakeholder engagement



- Strong project administrative skills, specifically related to communications and campaigns
- Understanding and support of the wider concept of working with business and government to tackle climate change
- Ability to report to manage competing deadlines
- Ability to pursue long-term objectives by translating them into short-term goals
- Strong analytical skills and attention to detail
- Excellent communications skills, verbal and written
- Collaborative and collegial working style, and a strong team player
- Determination to support climate action, and a commitment to the Climate Champions core values (below)

Core Values

- **Unite behind the science:** we commit to make the changes scientists tell us are needed.
- **Build upon the incredible work to date:** we will cross-fertilize and amplify the work of the many heroes who have already committed so much to addressing climate change.
- **Take into account different ideas and perspectives:** we're willing to be challenged and to challenge, we look for the best in people and the best, most sound and most credible ideas, wherever they come from.
- **Practice stubborn optimism:** we recognize the scale of the problem, combined with an absolute determination to build our way out.
- **Seek progress not perfection:** all of us can be criticized and many of those best able to advance this issue are currently the biggest causes of it. We can't allow cynical greenwashing, but all who are serious about tackling climate change positively will be welcomed.
- **Be humble and generous:** we keep our egos in check and work together for the good of the whole

Code of Conduct

As a member of the Climate Champions Team you are required to adhere to the highest standards of conduct and behaviour, protecting the integrity of the mandate from Parties, the UNFCCC process, the UNFCCC institution and the COP presidency. Shortly after joining, there will be a number of mandatory induction meetings to ensure you have the information and tools needed to work to the highest standards.

The Climate Champions Team



Contract information

The Climate Champions Team is a programme of work under the not for profit administrative host body Rockefeller Philanthropy Advisors (RPA). The contract for this role will be drafted within the Climate Champions Team and signed by the post holder and a senior representative of RPA. Find out [more about RPA here](#).