

Job Description: IIGCC Policy and Communications Manager

Reports to: **IIGCC Head of Policy**

Place of work: **Central London (occasional travel to be expected)**

Time: **5 Days/week – full time**

Contract Length: **1 year contract with possible extension**

Starting date: **asap**

Salary: **Competitive plus benefits**

About IIGCC

The Institutional Investors Group on Climate Change (IIGCC) is a forum for collaboration on climate change for European investors. There are currently over 170 members, including some of the largest pension funds and asset managers across 13 countries, representing around €23 trillion in assets under management. IIGCC brings investors together to use their significant collective influence with policymakers, investors and companies to encourage policies and practices which accelerate the shift to a low-carbon economy.

The Role

We are looking for a motivated team player to support our public policy and communications work. Reporting to the Head of Policy and working closely with the Head of Communications, CEO and wider team, you will be responsible for providing administrative and policy development support across our global, EU and national policy workstreams, as well as leading on the production of our newsletters, reports and publications, website copy and on maintaining our social media presence. You will have regular contact with investors as well as with our wider stakeholders including policy-makers, civil society and businesses.

Main tasks

- **Global policy**
 - Supporting IIGCC in its role as Chair of The Investor Agenda's Policy Working Group (a global collaboration of seven investor networks) by:
 - Arranging and recording calls and meetings
 - Monitoring and ensuring progress on actions
 - Updating the workplan with new developments
 - Event planning
 - Reaching out to investors to galvanise their support
 - Drafting written updates for The Investor Agenda CEOs
- **EU and national policy**
 - Assisting with policy engagement activity with EU institutions and national governments
 - Deputising for the Head of Policy on calls and in meetings with stakeholders
 - Assisting with drafting policy position papers and member updates
 - Organising calls, webinars and meetings of the IIGCC Policy Working Group
 - Monitoring EU and national policy horizons for relevant developments

- **Member communications**
 - Co-ordinating across the IIGCC team to draft regular newsletters to send to IIGCC members
 - Ensuring newsletters provide updates across all programmes and highlight recent successes and upcoming events
 - Writing, collating and producing the IIGCC Annual report
 - Researching speaking opportunities for members and agreeing marketing arrangements with third parties.
- **Website and Social media**
 - Maintain the official IIGCC Twitter and LinkedIn accounts and feed with timely, relevant and appropriate tweets/updates
 - Develop Twitter cards when needed for IIGCC comment
 - Develop thinking on IIGCC's wider social media presence
 - Publish press releases and links to news coverage on IIGCC's website, and keep website copy updated.
- **Reports and publications**
 - Collate content and coordinate the writing process for IIGCC reports and publications
 - Lead on the production of publications by including liaising with designers, printers and consultants as necessary
 - Proof read and edit all publications for errors, consistency and house style

Skills and capabilities:

Essential

- 2-3 years' experience of working within a public policy and/or communications role, ideally focused on climate change, sustainability or finance issues.
- Excellent writing and proof-reading skills
- Strong interpersonal and verbal communication skills
- Strong project management, organisational and time management skills, with proven ability to prioritise
- High levels of accuracy, attention to detail and diligence
- Experience with social media (in a corporate capacity)
- Self-motivated, flexible and disciplined
- Enthusiastic and positive approach
- Fluent in routine IT tools including Word and PowerPoint
- Fluency in English language

Desirable

- Experience with Mailchimp and Wordpress an advantage but not essential
- Other European languages an advantage but not essential

Benefits

In addition to competitive salaries, we offer a range of benefits including:

- 25 days' annual leave plus public holidays
- Generous company pension scheme
- Life assurance
- Private healthcare

Applications

Closing date for applications: **17 May 2019**

Starting date: **asap**

Interested applicants should submit a Curriculum Vitae and a cover letter detailing their qualifications and experience for the role to info@iigcc.org

Applicants must be eligible to work in the UK.

Only shortlisted candidates will be notified.