Job Description: Climate Action 100+ Communications Manager

Reports to: IIGCC Communications Director  
Place of work: Central London / hybrid  
Time: 5 Days/week – full time  
Contract Length: 12 month fixed term contract, with possible extension  
Starting date: asap  
Salary: Competitive plus benefits

About Climate Action 100+

Climate Action 100+ is an investor initiative to ensure the world’s largest corporate greenhouse gas emitters take necessary action on climate change. Through the initiative more than 700 investors with over $40 trillion in assets collectively under management are engaging 166 companies to: curb emissions, improve governance and strengthen climate-related financial disclosures.

Launched in December 2017, the initiative is unprecedented in terms of its scale and impact achieved to date. Climate Action 100+ is coordinated by five investor network organisations: Asia Investor Group on Climate Change (AIGCC); Ceres; Investor Group on Climate Change (IGCC); Institutional Investors Group on Climate Change (IIGCC) and Principles for Responsible Investment (PRI).

The role

We are looking for a motivated and proactive communications manager, with experience in climate change, ESG or sustainability. The role focuses on content creation, digital comms and issues management. This would therefore suit a comms all-rounder, able to hit the ground running.

This position will serve the initiative at a global level (working with all five investor networks) and will therefore involve some work across time zones. The successful candidate will be hosted by IIGCC, and report into IIGCC’s Communications Director, who is Co-Chair of the Communications Working Group (CWG) of the CA100+ initiative. This is one of five CA100+ working groups that support the global co-ordination of the initiative and common projects (with the networks being responsible for co-ordinating the engagement with companies in their regions and the communications about those engagements).

The appointed candidate will work closely with other comms professionals drawn from across the five investor networks. This means that some evening calls may be required.

Key responsibilities

Content creation and editorial guidance:
- Drafting joint press releases for the initiative (e.g. to launch the annual progress report), circulating and coordinating approval from the five networks.
- Ensuring brand/style guidelines are used consistently across all initiative communications.
- Supporting the CWG co-chairs in in reactively managing reputational challenges faced by the initiative.
- Drafting comment and opinion led editorial content for placement and supporting other joint written output, including proofreading the annual report.

Digital communications:
- Creating and updating website content.
- Content creation for the Climate Action 100+ Twitter and LinkedIn accounts.

Initiative-wide communications coordination:
- Organising and contributing to CWG calls and meetings, distributing materials and taking notes.
- Media monitoring and analysis – tracking and capturing key media coverage worldwide and providing the CWG with relevant analysis and insight.
- Ensuring visibility across the networks of network-led engagement related communications.

Experience & skill set

i) Essential:
- Communications/PR background with solid experience covering at least one of the following areas: climate change, ESG or sustainability.
- Exceptional prioritisation, planning and organisational skills.
- An excellent writer with close attention to detail.
- A motivated and proactive self-starter, and confident team player.
- Excellent command of the English language (both spoken and written), other languages a plus.
- A genuine interest in the mission and values of the initiative.
- Willingness and ability to work across time zones outside standard office hours.

ii) Desirable:
- Experience working with investors and/or climate related campaigns experience.
- Digital communications experience.
- Issues management experience.

Benefits
In addition to a competitive salary, we offer a range of benefits including:
- 25 days' annual leave plus public holidays
- Additional discretionary 3 days’ leave between Christmas and New Year
- Generous company pension scheme
- Life assurance
- Private healthcare

Applications
Closing date for applications: IIGCC will review applications on a rolling basis so would encourage submission before this date.

Starting date: asap

Interested applicants should submit a Curriculum Vitae and short accompanying cover letter detailing their qualifications and suitability for the position to vacancy@iigcc.org.

Please Note:
- Applicants must be eligible to work in the UK
- Only shortlisted candidates will be notified
- IIGCC does not discriminate on the basis of race, age, gender, sex, sexual orientation, disability, religion, marital status, or any other basis of discrimination prohibited by law.