Job Description: Communications Officer

Reports to: Head of Media Relations
Place of work: Central London / hybrid
Time: 5 days/week – full time
Contract Length: 18 month fixed term contract, with possible extension
Starting date: asap
Salary: £33,000 pa plus benefits

About IIGCC

The Institutional Investors Group on Climate Change (IIGCC) is the European membership body for investor collaboration on climate change and the voice of investors taking action for a prosperous, low carbon future. IIGCC has more than 300 members, mainly pension funds and asset managers, across 22 countries, with over €37 trillion in assets under management.

IIGCC’s mission is to support and enable the investment community in driving significant and real progress by 2030 towards a net zero and resilient future. This will be achieved through capital allocation decisions, stewardship and successful engagement with companies, policy makers and fellow investors. IIGCC works to support and help define the public policies, investment practices and corporate behaviours that address the long-term risks and opportunities associated with climate change.

The opportunity

We are looking for an enthusiastic and organised individual to support IIGCC’s core communications activities. The role would suit an aspiring communications professional with relevant communications experience within the investment management industry, either in house or with an agency, who’s keen to further their skills in this area and has a real passion for addressing climate change.

Working closely with the Head of Media Relations and Director of Communications, this role will focus on supporting IIGCC’s media relations, social media, branding and events activities across its main programmes and collaborative initiatives with network partners.

You will be joining a team of experienced communications professionals and working alongside established experts in the corporate engagement, investor practices and policy advocacy space with the potential to contribute to driving real progress towards a net zero and resilient future.

While this role is initially offered on a fixed term basis for 18 months, we hope that the contract can be extended.

Key responsibilities

Support core media relations and social media activities:
- Draft press releases and media commentary for review by the Head of Media Relations
- Suggest and execute proactive tactical media opportunities
- Track and analyse IIGCC’s media coverage, reporting against KPIs
- Intelligence gathering (via social and traditional media) of relevant industry developments
- Support ongoing development of social media content calendar

Coordinate communications activity related to key collaborations with other partner networks:
- Work with the Director of Communications, Head of Media Relations and relevant partner working
groups to execute upon the communications strategy for the Net Zero Asset Managers initiative, the Paris Aligned Investment Initiative and the Investor Agenda

Manage events calendar and support Director of Communications in identifying and securing relevant opportunities:
- Track inbound requests and coordinate responses
- Support with sourcing and proactively seeking appropriate and relevant opportunities
- Manage speaker briefing process to ensure IIGCC speakers are prepared and have key information ahead of events

Work with external designer on publications and materials:
- Coordinate the creation of branded publications and materials
- Manage design process with internal stakeholders to ensure requirements and deadlines are met

Experience & skill set

i) Essential:
- Communications/PR background with experience of at least one of the following areas: climate change, ESG, sustainability or investment
- 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 IIGCC

ii) Desirable:
- Experience working with investors
- 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. We reserve the right to close this vacancy early if we receive sufficient applications for the role.

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 have the existing valid right 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.