



Once updated with the relevant information, please save the updated doc [here](#) in your respective team folder.

## FINANCE COMMUNICATIONS ASSOCIATE/MANAGER

### The Role at a Glance

<b>Role description</b>	The Finance Communications Associate will play a critical role in the Strategic Communications team to advance the climate action agenda in the climate finance space. Working in close collaboration with the Finance Team and the Glasgow Financial Alliance for Net Zero and its Partners, the Finance Communications Associate will support the narrative development and effective execution of the Climate Champions' finance communications work, including with high profile events, substantive content, and engagement with key media and communications stakeholders.
<b>Contract type</b>	This role could be for an independent contractor or a pro bono or sponsored secondment
<b>Contract duration</b>	12 months, with potential for extension by mutual agreement
<b>Remuneration level</b>	If contractor, remuneration in line with market rates, and depending on experience and location. The remuneration is inclusive of pension, annual leave and all benefits.
<b>Start date</b>	As soon as possible
<b>Location</b>	Flexible. We are a global team, so the role may require some travel.
<b>Annual leave</b>	6 weeks unpaid leave
<b>Reporting to</b>	Matthew Phillips, Communications Director
<b>Other</b>	<ul style="list-style-type: none"> <li>• The candidate is expected to work from home/ or the seconding organisations' office, with occasional travel as and when requested.</li> <li>• In some locations, a collaborative office space may be available.</li> </ul>



	<ul style="list-style-type: none"> <li>• The candidate is expected to provide and maintain their own ICT and work tools.</li> <li>• Out of town travel and other work related expenses will be reimbursed in line with the travel and expense policy</li> </ul>
<p><b>Recruitment process</b></p>	<p>Please submit your CV and brief cover letter to <a href="mailto:opportunities@climatechampions.team">opportunities@climatechampions.team</a> (no more than one A4 page)</p> <p>Applications will be reviewed on a rolling basis, with interviews beginning the week of September 5.</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, state and regions 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](#) and [2030 Breakthroughs](#). Alongside this, we are continuing to strengthen the accountability mechanisms of the campaigns and assess the overall state of systems transformation as we prepare to support the global stocktake.

To help us deliver on our plan for COP27 and beyond, we now need a Finance Communications Associate.

It is a role that provides an opportunity to work at what is arguably the most pressing challenge in the world today, and it will suit you if you are mission driven and thrive in fast-paced, ever-evolving and diverse teams. You will need to be comfortable juggling different priorities and balancing multiple - and at times - competing demands and work in ways which are highly collaborative and engaging with a wide range of stakeholders at all levels and across all sectors of the economy, policy and society.



## Overview of the role

The Finance Communications Associate will play a critical role in the Climate Champions' Strategic Communications team, working closely with the Finance Team and the Glasgow Financial Alliance for Net Zero.

### Key responsibilities include:

1. Creating and implementing the communications strategy for the Climate Champions' finance workstream in collaboration with the Glasgow Financial Alliance for Net Zero and Partners
2. Develop the Climate Champions' narrative on climate finance across geographies, sectors, and across mitigation, adaptation and resilience
3. Designing and supporting the delivery of high-profile events to advance the climate finance action agenda in international and relevant fora, including at COP27
4. Engaging with key media and communications stakeholders, including the Marrakech Partnership and the Partners of the Glasgow Financial Alliance for Net Zero
5. Shaping narrative and engagement plans with sectors and key stakeholder groups
6. Supporting the Climate Champions and the wider team with key messaging on climate finance
7. Developing key materials on climate finance in coordination with the editorial and digital teams

## About you

The successful candidate will be a highly motivated self-starter, happy working across different time zones in a fast-paced environment. You will be an empathetic individual with excellent interpersonal skills, with experience juggling many complex relationships with a range of stakeholders. You have sound judgement and political nous, and are able to approach your work with humility and determination.

### The following requirements are essential:

- 5-10 years of relevant or transferable experience
- Strong critical thinking and analytical skills, and attention to detail
- Excellent process and project management skills, with ability to juggle multiple priorities and deadlines



- Excellent communications skills, both verbal and written
- Ability to work in multiple languages preferred
- Knowledge and experience with the climate finance ecosystem and related concepts and lingo preferred
- Collaborative and collegial working style, and a strong team player, with strong interpersonal and diplomatic skills
- Ability to manage through ambiguity and change, and
- 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 criticised 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.

### 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.

RPA helps social programmes achieve their vision of creating thoughtful, effective philanthropy, providing hosting arrangements and tailored services to serve as an organisational 'home' for new initiatives. Find out [more about RPA here](#).