



Communications Manager

The Role at a Glance

The Role	<p>The Communications Manager will work closely with the Strategic Communications (StratComms) team and partners to devise and deliver communications for the UN Climate Change High-Level Champions ahead of, during and directly following COP29.</p> <p>Key areas of focus will include developing clear, compelling messaging across core sustainability themes, as well as bringing these to life across communications products such as Press Releases, articles, speeches, report forewords, newsletters and digital marketing materials.</p> <p>The role demands effective coordination and collaboration skills, and will involve working with a wide variety of stakeholders including the Climate Champions Team (CCT), UNFCCC, the Marrakech Partnership, COP28 and COP29 Presidency, as well as other partners.</p>
Contract type	Independent contractor
Contract duration/ Time commitment	12 months, with high likelihood of extension 5 days a week
Remuneration level	In line with market rates, and commensurate with experience and location. Remuneration is inclusive of annual leave.
Experience	5+ years in communications, journalism or a relevant field
Start date	May 2024 or as soon as possible thereafter
Location	<ul style="list-style-type: none"> ● Flexible ● We are a global team, so the role may require some travel
Annual leave	Five weeks unpaid leave
Reporting to	Head of Global Media Engagement
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 the travel and expense policy
Recruitment process	<p>Please submit - via this form - your CV and brief cover letter (no more than one A4 page) including links to at least two samples of your writing.</p> <p>Applications will be assessed on a rolling basis, with virtual interviews and a short written test taking place during the second half of April 2024.</p>
Contract information	The Climate Champions Team is a programme of work under the not for profit administrative host body Rockefeller Philanthropy Advisors (RPA).



	<p>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.</p>
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Background

The Climate Champions Team provides support to the UN Climate Change 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, the team works to 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](#), [Sharm Adaptation Agenda](#), as well as sector-focused systems transformation using the [Climate Action Pathways](#), [2030 Breakthroughs](#), and [2030 Climate Solutions](#).

Overview of the role

The Communications Manager will work closely with the Strategic Communications (StratComms) team and partners to devise and deliver communications for the UN Climate Change High-Level Champions ahead of, during and directly following COP29.

Key areas of focus will include developing clear, compelling messaging across core sustainability themes, as well as bringing these to life across communications products such as Press Releases, articles, speeches, report forewords, newsletters and marketing materials.

The role demands effective coordination and collaboration skills, and will involve working with a wide variety of stakeholders including the Climate Champions Team (CCT), UNFCCC, the Marrakech Partnership, COP28 and COP29 Presidency, as well as other partners.

Key responsibilities include:

1. Crafting narratives and compelling copy

- a. Work with subject matter experts to identify key themes and evidence of impact across topics such as Just Transition, nature, finance, inclusion and Adaptation and Resilience, as well as for



flagship Champions initiatives and campaigns like Race to Zero, Race to Resilience, the Sharm el Sheik Adaptation Agenda, and the 2030 Breakthroughs.

- b. Craft clear, compelling messaging to convey key information and evidence of progress to target audiences including policymakers, business leaders, civil society and the general public.

2. Developing tailored communications products

- a. Develop communications products such as Press Releases, articles, speeches, case studies, media briefs, newsletters and report forewords in a timely manner and in keeping with agreed formats and best practices.
- b. Partner with StratComms colleagues and external collaborators to produce marketing materials such as social media content, videos and promotional content for key campaigns and events.

3. Strategic communications planning

- a. Leverage StratComms tools and templates to develop strategic communications plans for key moments and events, such as UN International Days, report launches, Regional Climate Weeks and thematic days at COP.
- b. Ensure the effective project management and execution of communications plans, overseeing the timely and coordinated input, review, sign-off and publishing of content in line with the team's broader communications strategy.
- c. Input into the team's central content calendar, strategy, and monitoring reports to plan ahead, track progress and capture lessons learned.

4. Collaborating across the team and with partners

- a. Liaise with colleagues across the Climate Champions Team, COP Presidency and UNFCCC, acting as a focal point for key themes or events, enabling effective advanced planning and collaboration, and sharing strategic communications guidance and best practices.
- b. Represent the Strategic Communication Team, or the Climate Champions Team, at partner meetings, feeding back key findings to the team.

5. Supporting additional team priorities

- a. As a small, agile and fast-moving team, it may also be necessary to lean in to other team priorities in line with skills and experience.

About You

The successful candidate will have significant experience, with at least five years in communications, journalism or a relevant field. They will need to be an entrepreneurial self-starter who thrives in a fast paced environment. The candidate will have a passion for climate and sustainability and be comfortable working across teams, regions and time zones with a diverse, global team. They 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.

The following requirements are essential:

- Exceptional writing skills, with a knack for distilling complex issues and presenting information in a clear, compelling way
- Demonstrated experience tailoring writing to different communications products, such as press releases, speeches or marketing materials, and to diverse audiences
- High attention to detail, ensuring work is free from error, and aligned with writing and style guidelines
- Strong organisational skills, with an ability to juggle multiple priorities and deliver a large number of high profile global communications products within tight deadlines during peak periods
- A self-starter who can prioritise tasks and workload
- Knowledge of sustainable development, climate mitigation, adaptation and resilience and of the UNFCCC COP process is highly desirable but not essential
- Experience covering global events, programmes and/or conferences is desirable
- Flexibility in order to support a diverse team across a broad range of global geographies and time zones
- Proven track record of engaging effectively with a wide variety of different stakeholders
- Committed to creating inclusive, engaging and impactful communications
- Excellent communications skills, both verbal and written
- Fluency in written and spoken English, with knowledge of additional languages an advantage
- Collaborative and collegial working style, and a strong team player
- Ability to manage ambiguity and change
- Commitment to the [Climate Champions core values](#)

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.