Job Description: Communications Officer (two roles available)

Reports to: Head of Communications / Content Strategist
Place of work: Central London / hybrid
Time: 5 days / week – full time
Contract length: 12 months fixed term contract (with potential to extend)
Starting date: ASAP
Salary: £30,000 – £33,000 depending on experience plus benefits

About IIGCC

IIGCC brings the investment community together to work towards a net zero and climate resilient future. We create change the world needs by unlocking investor action on climate change.

Through our leading work to drive supportive investment practices, policies and corporate behaviours, we help our more than 400 investor members to navigate implementation of climate considerations in portfolios, advocate for a more supportive policy environment, and undertake effective stewardship and engagement with companies, and the wider market, to create practical solutions that can make a real difference in tackling climate change.

We believe that we can best tackle these challenges by working collaboratively across the global investment community. We have co-founded and fostered initiatives, including Climate Action 100+, the Net Zero Asset Managers initiative, Paris Aligned Asset Owners group and Nature Action 100, to catalyse progress.

For more information visit www.iigcc.org and @iigccnews.

The role

Our ideal Communications Officer is an enthusiastic and organised individual who can support IIGCC’s small and dynamic team in its core communications activities. The role would suit an aspiring communications professional with relevant experience in the investment management industry who has a passion for tackling climate change.

You will spend your time working closely with the Head of Communications, Content Strategist, Events and Digital Communications Managers on supporting our work across media relations, social media, branding, digital, content and events.

You will be joining a team of experience communications professionals and working alongside established industry experts in corporate engagement, investor strategies and policy advocacy, with the potential to contribute towards driving real progress towards a net zero and climate resilient future.
Main responsibilities
On any given week, you might be asked to:

Media relations
- Draft press releases and media commentary for review by the Head of Communications
- 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

Events
- Manage events calendar and support in identifying and securing relevant speaking opportunities and marketing partnerships for IIGCC
- Track inbound events requests and coordinate responses
- Manage speaker briefing process to ensure speakers are prepared and have key information ahead of events
- Ensure marketing partnership deliverables are planned and tracked
- Assist in the development and delivery of in person and online events
- Support with securing speakers for events
- Provide administrative support, including with management of IIGCC website, Eventbrite and Zoom accounts
- Support with stewardship of attendees in advance of and during events

Content
- Write content that makes life easier for our members and followers, and keeps them informed across our insights blog, social media accounts and newsletters, edited by the Content Strategist
- Support in collating and drafting weekly IIGCC member newsletter
- Draft internal communications materials for review by the Content Strategist
- Co-ordinate the creation of branded publications and materials
- Co-ordinate design process with internal stakeholders to ensure requirements and deadlines are met

Digital
- Support ongoing development of social media content calendar
- Draft monthly LinkedIn newsletter for review by the Content Strategist
- Support with ongoing website updates in Hubspot, including uploading and publishing documents
Skills and capabilities

Essential:
- Communications/PR background with experience of at least one of the following areas: climate change, ESG, sustainability or investment, or proven interest in and familiarity with these areas
- Strong prioritisation, planning and organisational skills with the ability to meet tight deadlines
- Excellent IT skills, including Microsoft office
- 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

Desirable:
- Digital and events experience
- Experience with using Zoom and project management tool, Monday.com
- Experience working with investors
- Climate related campaigns experience
- Digital communications experience
- Issues management experience

Why work at IIGCC?
People join IIGCC because they care deeply about making a difference in supporting our mission that brings the investment community together to make significant progress towards a net zero and climate resilient future by 2030. In return, IIGCC offers its employees a competitive salary with a wide range of benefits and supportive ways of working. You can find the full list of our benefits [here](#).

Applications
Interested applicants should submit a Curriculum Vitae and a cover letter detailing their relevant skills, capabilities and experience for the role by completing the application form [here](#).

If you have any queries, please email [vacancy@iigcc.org](mailto:vacancy@iigcc.org).

Recruitment timeline:
- Deadline for applications: 9am on 10 April 2024
- 1st round interviews (virtual); w/c 15 April 2024

We reserve the right to extend the deadline or close this vacancy early depending on the applications we receive. We recommend that you submit your application as early as possible.
Please note:

- Applicants must be eligible to work in the UK.
- Only shortlisted candidates will be notified.
- We do 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.