



Maternity Cover

Climate Governance Initiative (CGI) – Senior Communications Manager

Job Title	Senior Communications Manager, CGI
Location	Centre for Climate Engagement, Hughes Hall, University of Cambridge, Cambridge CB1 2EW
Reporting to	Associate Director for Communications and Engagement, Climate Governance Initiative
Contract Type	Fixed Term (The contact is on a fixed term basis to cover the maternity leave of the permanent post-holder and is expected to last for approximately 12 months.)
Probation Period	Six months
Salary Range	SP 46 (£41,732) to SP49 (£45,585)
Hours of Work	37.5 hours per week Monday to Friday (Blend of office and home-working; pattern to be agreed.)
Annual Leave	Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours.
Pension Eligibility	The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.
Mental Health Peer Support Programme	All staff members have access to the College's Mental Health Peer Support Programme, supporting Mind's Mentally Healthy Universities initiative
Additional Benefits	<ul style="list-style-type: none"> • Medicash healthcare plan (https://www.medicash.org/) • Free lunches on working days • Free Life Assurance cover • Enhanced sick pay • Cycle purchase scheme • Annual season ticket loan • Free on-site car parking (subject to availability)

The Climate Governance Initiative is a unique and growing global platform for corporate board directors, run in collaboration with the World Economic Forum. The Initiative maintains a network of Chapters – currently standing at 32 Chapters covering 73 countries – dedicated to equipping board directors to drive climate action in the boardroom. The Initiative is currently hosted at Hughes Hall.

Job Purpose

The Senior Communications Manager reports to the Associate Director for Communications and Engagement, and is responsible for promoting a positive and relevant presence for the Initiative to a diverse global audience, both within and beyond our own network.

Main Duties

- Line-manage a Communications Manager (part-time) and the Digital Communications Executive (full-time).
- Work with the Associate Director for Communications and Engagement on the development and implementation of the Initiative's brand and communications strategy.
- Develop and implement multi-channel campaigns to support the Initiative's objectives and content, and evaluate metrics to inform future campaigns.
- Ensure consistent use of the Initiative's brand on materials and events across the network and by partners in line with the brand guidelines.
- For new Chapter launches, manage the Initiative brand and approve PR plans, liaising with the Initiative's Engagement team and the Chapters.
- Manage the production of written and visual assets to promote content and events, working with the Digital Communications Executive.
- Support the Director's speaking programme by responding to speaking invitations, preparing speaking notes and presentations.
- Provide direction in media relations, build relationships with relevant journalists and write, issue and pitch press releases.
- Create and manage content on the [Climate Governance Initiative website](#) using WordPress and in line with best practice in UX.
- Manage social media channels to ensure a steady stream of content, and plan/write social media posts, with a focus on LinkedIn and X.
- Produce the monthly email newsletter, sourcing content from the Engagement and Content teams.
- Provide regular updates on strategy and comms activities to the Governing Board's Communications committee.
- Commission and oversee the work of external agencies and suppliers such as photographers, videographers, software developers and podcast producers.
- Develop an awareness and understanding of the external climate governance marketplace, keeping up-to-date on other organisations in the same area.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required. All employees are expected to work collaboratively to support the overall work of the Centre and College. The Senior Communications Manager will be required to work on site but may also work for part of the week remotely. Working pattern to be agreed with the Associate Director.

Person specification

	Essential	Desirable
<i>Education and Experience</i>		
Bachelor's degree (or equivalent) in a subject relevant to the Initiative.	✓	
Significant relevant professional experience, in PR, communications, advertising, marketing or similar.	✓	
Master's or further education/training in International Relations, PR, Journalism, Communications, Marketing or similar.		✓
Experience of team management	✓	
<i>Skills and Abilities</i>		
Outstanding communication skills, both verbal and written, with strong presentation skills.	✓	
Excellent knowledge and understanding of communications practices, tools and techniques in digital media.	✓	
Excellent understanding of social networking tools and their application.	✓	
Ability to lead a team and to be hands-on as a member of a team, to be flexible and committed to the collective output of the project, and to be able to manage oneself and others independently in a high-pressure environment.	✓	
Ability to work at pace whilst maintaining attention to detail.	✓	
Ability to self-motivate, with excellent organisational and time management skills.	✓	
Good understanding or interest in the international climate change agenda and corporate climate action.		✓
Experience of setting up and running online events.		✓
Familiarity with WordPress or similar website content management systems.	✓	
Experience of developing websites and other digital media outputs.		✓
Experience of producing videos or podcasts.		✓

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College's Staff Handbook, Health & Safety Policy and all relevant procedures.

Screening Check Requirements

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your [Share Code](#) will be required to access this status online.

- [List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK](#)
- [List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK](#)

Application Process

To submit an application for this vacancy, please enter your email address in the box on the right of the web page and click 'Apply Now'. **The closing date for applications is 4 October 2024 at midday. Interviews will be held at Hughes Hall, Cambridge on 15 or 16 October 2024**

For an informal discussion about the post, please contact Matthew Moss on mnhm2@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.

Data Protection

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](#).