

Job opportunity: Senior Strategic Communications Officer **September 2020**

ABOUT THE ORGANISATION

The Aldersgate Group (www.aldersgategroup.org.uk) is an alliance of leaders from business, politics and civil society that drives action for a sustainable and competitive economy. Our members include some of the largest businesses in the UK from a wide range of economic sectors with a collective global turnover of over £550bn. Other members include leading NGOs, professional institutes, public sector bodies, trade bodies and politicians from across the political spectrum.

We are politically impartial and champion the important role of the business sector in moving the UK towards a competitive, resource efficient, environmentally resilient and net zero emissions economy.

WHY JOIN US

This is an exciting time for the Aldersgate Group. The Group has been heavily involved in the setting of the UK's net zero target, the development of the first Environment Bill in over 20 years and the government's flagship strategies on clean growth, green finance and resource efficiency. We also continued to build on our track record of influencing EU policy such as through the development of the Circular Economy Package. Currently, the Group is undertaking a major programme of work to ensure that the UK government's economic recovery package and trade policy are in line with the UK's climate and environmental targets. The Group is also engaging with the EU Commission to help shape the implementation of the Green Deal and the EU's recovery strategy.

The aftermath of the COVID-19 crisis will be a key time to influence the new government on delivering a recovery package that accelerates the delivery of the net zero target, reverses the decline of the natural environment, contributes to tackling inequality and boosts business competitiveness. It will be a particularly exciting time to join our policy team, as policy decisions taken on economic recovery will decisively shape the climate and environmental agenda for years to come. The Aldersgate Group will play a key role in making the business case for more ambition, stronger policy detail and well-designed market mechanisms that can secure a sustainable recovery and help the UK meet its climate and environmental targets. These achievements will be crucial for ensuring that the UK is an effective host of COP26 in November 2021.

Our public and private events have fielded high profile speakers from business, politics and academia, including Minister for Business, Energy and Clean Growth Kwasi Kwarteng, then BEIS Secretary of State Greg Clark, Parliamentary Under Secretary of State for the Environment Thérèse Coffey, European Commission Vice President for Jobs, Growth, Investment and Competitiveness Jyrki Katainen and senior representatives from a wide range of businesses and financial institutions such as Anglian Water, BT, Bank of America Merrill Lynch, CEMEX, Kingfisher, Legal and General Investment Management, Michelin, Siemens, SUEZ and WSP.

JOB DESCRIPTION

Purpose of the role

The successful candidate will join a small Secretariat (of seven) to manage all strategic communications, media outreach and events of the Group.

Main duties and responsibilities

1. **Strategic Communications:**
 - Contributing to the group's external media work, including the preparation of press releases
 - Developing a proactive media strategy in partnership with the Public Affairs Manager and an up-to-date timeline of key communications moments
 - Building and maintaining relationships with relevant journalists and key stakeholders' media departments, including departmental media offices and members' communications teams
2. **Social media:** developing a blog strategy for the Group's website, managing the Aldersgate Group Twitter feed, monitoring relevant online news and social media (Twitter, LinkedIn) and keeping colleagues updated through daily media briefs.
3. **Report design management:** handling design and print of external reports, in collaboration with the Group's design partner.
4. **Events:** managing events, including speaker invitations and briefings. The Strategic Communications Officer will also be asked to attend some external events on behalf of the Aldersgate Group and to sit on a variety of coalition fora on behalf of the Group.
5. **Internal communications:** building relationships with all of the Aldersgate Group's members, answering their queries and all reasonable requests, writing and circulating membership updates (using Mailchimp) and keeping up to date with all sectors represented in the Group's membership to feed into external communications and identify potential new member organisations.

PERSON SPECIFICATION

The successful candidate will hold a degree level qualification, with three to five years of work experience. They will have:

- Experience in a communications role
- Experience of project and events management
- An excellent knowledge of the UK's media landscape and key journalists in areas such as the environment, business and politics
- The ability to network and build relationships with a wide variety of stakeholders from business, politics, media and civil society
- A strong interest in UK environmental and climate change policy
- A solid understanding of the UK political system
- Sound competence in the use of a range of software including MS Office Suite and social media platforms

The successful candidate will also:

- Have excellent analytical, written and oral communication skills
- Be highly motivated, proactive and enthusiastic with the ability to work independently, using own initiative
- Be a confident team player with excellent interpersonal skills and a willingness to be flexible and adaptable
- Have excellent time management, and organisational skills
- Have excellent attention to detail

NB: If you meet the person specification but have less than three to five years relevant work experience, we may be able to consider interviewing you for a Strategic Communications Officer position. Please get in touch with Signe Norberg if you would like to discuss this in more detail: signe.norberg@aldersgategroup.org.uk

TERMS OF EMPLOYMENT

Salary	£33-35k per annum dependent on experience + 3% pension contributions (£31-33k per annum for Strategic Communications Officer)
Contract	Permanent
Hours	Monday – Friday, full time, 37.5 hours per week
Leave	25 days per annum plus bank holidays
Location	Central London but with a regular degree of remote working
Start date	As soon as possible, but flexible

APPLICATION PROCESS

Please email your CV (max two sides) and covering letter (max one side) to Signe Norberg (signe.norberg@aldersgategroup.org.uk). The closing date for the receipt of **applications is 9am on 12 October**. Applications received after this time will not be considered. Unfortunately, we are unable to provide individual feedback on applications. Successful applicants will be invited to **interview on week commencing 19 October 2020**.

EQUAL OPPORTUNITIES

The Aldersgate Group is a multi-cultural team. We are fully committed to equal opportunities and we are actively seeking to increase the diversity of our workforce. We strongly encourage eligible candidates from non-white ethnic minorities, and candidates with disabilities, as they are currently under-represented in our workforce.