

**CARE International's Climate Change & Resilience Platform (CCRP)
Climate Change & Resilience Communication Coordinator
Job Description**



1. Overview

Job Title: Climate Change & Resilience Communications Coordinator

Responsible to: Global Leader, Climate Change & Resilience Platform (CCRP)

Internal Contacts:

- ☐ CCRP Core Team Members
- ☐ CARE Members, Regional and Country Offices
- ☐ CARE International Secretariat (Geneva)
- ☐ CARE International Communications Working Group (COM-WG)
- ☐ CARE campaigns and advocacy teams

External Contacts and Targets:

- ☐ International print, online and broadcast journalists, including newswire correspondents/freelancers.
- ☐ Relevant communications hubs, platforms and social media outlets
- ☐ Partner organizations, including coalitions, research organizations, private sector and civil society and NGOs.
- ☐ Design, print, copy-editing, photography, video production and other communications agencies.

Line Management Responsibility:

- ☐ External consultants as and when required.
- ☐ Volunteers and/or interns as and when necessary.

2. Summary of Role

The coordinator plays a critical role in developing and strengthening CARE's internal and external profile in the area of climate change and is a key staff member of the CCRP. In this position, s/he plays an active role in CARE's lobby, advocacy and campaigns messaging as well as in elevating the visibility of CARE's program evidence and climate learning. An important part of this position entails the collaboration and communication with counterparts across the CARE confederation and externally. The coordinator elevates CARE's messages through a variety of mediums with a particular focus on careclimatechange.org and twitter (@CAREClimate), engages with the international press and media and leads CARE's global communications effort on climate change daily and at key events.

3. Key Areas of Responsibility

Communications for lobby, advocacy and campaigns (30%)

1. Identify key opportunities and venues for sharing and showcasing CARE's climate policy positions within and outside of CARE. Strategically raise the profile of CARE's climate policy positions amongst priority audience groups by facilitating their articulation in international print, broadcast and digital media in order to achieve frequent, high-profile media coverage.
2. Produce, coordinate and provide input into quality communications and campaigning materials to support international lobby and advocacy. This includes drafting text for media releases, OpEds and talking points. It also includes overseeing and supporting the production and launch of CARE's flagship climate change reports.
3. Lead and coordinate communications work at key climate change conferences and coordinate media trips or other activities by international media and other media, as required.

Communications for Program evidence and learning (20%)

4. Identify key opportunities and venues for sharing and showcasing CARE's program evidence and climate learning within and outside of CARE. Strategically raise the profile of CARE's program evidence and climate learning amongst priority audience groups.
5. Translate program evidence and climate learning into high-quality communication products and disseminate these key guidance and learning documents to internal and external audiences as appropriate.

Elevate CARE's Climate Change and Resilience approach within and outside the confederation (30%)

6. Lead and support the development and upkeep of a range of materials that articulate CARE's Climate Change & Resilience approach, including documents such as capacity statements, flyers, ppt presentations, CCRP quarterly newsletters, CCRP publications, CARE Climate and Resilience Academy online courses;
7. Manage CARE's climate change website, twitter account, climate-related email lists, social media campaigns, and keep oversight of CARE's internal climate-related communications.
8. Develop and implement a communications strategy towards CCRP's individual givers.

Collaboration with internal and external counterparts (20%)

9. Cultivate and maintain good relations with relevant counterparts within CARE. This includes working closely with CCRP team members to support effective lobby/advocacy, evidence/learning and fundraising. Other important bodies for collaboration within CARE are CARE's communications working group and counterparts from CARE offices worldwide.
10. Cultivate and maintain good relations with relevant counterparts outside of CARE. This includes strategic communications engagement with international networks that CARE is active in such as the Climate Action Network.

Special Features

The post includes participation in CCRP's two-weekly virtual meetings and involves occasional travel to attend CCRP's annual meeting and climate conferences. This document is not an exhaustive list of the core elements of the role. This job description is a working document and may be amended by mutual agreement.

CARE International Person Specification

	Essential	Desirable
Education/ Qualifications	-A first degree or equivalent in communications, environmental/development studies, or relevant field.	<ul style="list-style-type: none"> - Master's degree in communications, environmental/development studies, or relevant field - At least 4-5 years of relevant working experience in development and climate change
Skills/Abilities	<ul style="list-style-type: none"> - Native English language skills. - Excellent command of copywriting for publications, press releases and online information. -Excellent planning and project management skills. -Ability to work under pressure and tight deadlines. -Ability to influence, motivate and communicate with internal and external colleagues at various levels. 	<ul style="list-style-type: none"> - Experience in providing communications training (media, branding etc.) - Journalistic writing skills. - Experience in public speaking - Additional language skills (e.g. French, Spanish)
Experience/ Understanding	<ul style="list-style-type: none"> -Technical knowledge and experience on climate change and the effects on the poorest and most vulnerable. -Superior communication skills, including the ability to communicate scientific concepts to diverse audiences -Experience of managing a website and online communications. -Experience of overseeing and developing print publications. -Strong creative content development and editor skills (emails, newsletters, posts, tweets, reports, flyers, etc.) -Knowledge of social media and ways to apply strategic communications approaches. -Knowledge of diverse media audiences– including methods and approaches–as well as a global network of press and media contacts, design and communications agencies, organizations or individuals. -Highly motivated self-starter who is able to work alone across a complex and virtual network. 	<ul style="list-style-type: none"> - Experience working with UNFCCC process and negotiations and climate change policies. - Experience in outreach to individual givers.