

## Strategic Communications Lead, Climate Compatible Growth Programme

Full-time, fixed term, starting as soon as possible and ending on 31<sup>st</sup> March 2025

Job Ref: REQ221281

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

### Project Description

The Climate Compatible Growth (CCG) programme is funded by the UK's Foreign Development and Commonwealth Office (FCDO) to support investment in sustainable energy and transport systems to meet development priorities in the Global South.

CCG provides research and global public goods. These are to help countries develop economic strategies, plans, and policies to attract investment into low-carbon growth opportunities across multiple sectors. These are to support growth aspirations and better meet the Sustainable Development Goals.

The programme brings together some of the UK's leading research organisations and partners them with local researchers, governments, Multinational Banks (MDBs), and International Organisations (IOs) to identify appropriate low-carbon development pathways. This includes assessing the most fit-for-purpose policy, regulatory, market models, and risk mitigation options to implement them. The programme and its partners will develop a range of open-source tools, models, and datasets that will be global public goods available to all countries.

### Job Description

**Job Grade:** Management and Specialist, Grade 6

#### Job Purpose

The role of the Strategic Communications Lead will be to raise the profile of the research programme through targeted communications tailored to a wide range of audience groups and leading on our ambition to develop economic strategies and plans. The post-holder will work in close collaboration with the existing CCG Project Management team (the Principal Investigator, Programme Manager, Senior Research Associate and Research Associate). The post holder will also engage in strategic partnership work with other organisations as required.

#### Job Duties

- Develop and implement a strategic communications plan for the CCG programme, as well as a method for monitoring its success over the long-term.
- Create engagement strategies for key stakeholder types: e.g., government/politicians (at national and localised levels such as county level), large multi-national NGOs and other development bodies, utilities, bilateral and multi-lateral donors and philanthropic organisations.

- Monitor and measure the impact and outcomes of stakeholder engagement and communications activity, providing regular updates to support the programme's reporting requirements.
- Identify opportunities for the CCG programme to expand its reach into areas/events where academic research may not typically be present, linking these opportunities to the stakeholder engagement strategies and strategic communications plan.
- Create or commission a range of communications material for the programme across print and web.
- Respond efficiently and effectively to requests from senior leadership.
- Communicate complex and conceptual ideas to a wide range of audiences, including those without specialist or academic knowledge, using a variety of media.
- Work with CCG partner organisations to enhance their communications capacity and support them in translating research into clear and impactful messaging in line with the strategic communications plan and stakeholder engagement strategies.
- Regularly update the CCG website.
- Manage the CCG social media presence, including Twitter and LinkedIn.
- Develop a presence on other appropriate social media channels.
- Work cooperatively with a graphics designer.
- Support the hosting of events, such as webinars and general meetings.

#### **Other related activities and functions**

- Engage in training programmes in the University (or elsewhere) that are consistent with the needs and aspirations of the project and those of the School.
- Engage in relevant induction and training programmes as required.
- Communicate effectively with administrative, technical and academic colleagues across the University.
- To carry out specific administrative roles and functions as may be reasonably required.
- To engage fully with the annual Performance and Development Review (PDR) process.
- Undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

*Strategy and tasks will be regularly reviewed and if needed revised together with the CCG Programme Manager/Director.*

#### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

#### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

#### **Organisational Responsibility**

Reports to the CCG Programme Manager with an indirect/dotted reporting line to the Head of Corporate Communications to ensure operational oversight of the project's communications.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below.

**Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.**

Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Substantial related professional experience, particularly in the area of stakeholder engagement.	1,2,3
	Proven experience of developing strategic communications plans with appropriate underpinning evaluation methods	1,2,3
	Experience of communicating research and programme findings to external (non-academic) partners	1,2,3
	Experience of being able to identify and engage with a non-traditional stakeholder on a previous project/programme.	1,2,3
	Experience of measuring the success of digital activity and collating, analysing and reporting on statistics.	1,3
	Experience of dealing with multiple priorities, working to tight deadlines and reacting to rapidly changing situations.	1,3
Skills and abilities	Excellent oral communication skills	1,3
	Proven ability to create and/or commission a wide variety of communications outputs, targeted to identified audiences and in plain language.	1,2,3
	Competence in IT skills and Internet usage	1,3
	Knowledge of relevant laws and legislation governing digital publishing.	1,3
	Ability to work as part of a team and to collaborate with others	1,3
	Ability to manage own workload	1,3
	Website and social media management	1,3
	Excellent attention to detail.	1,3
Training	Show commitment to maintaining up-to-date knowledge on emerging digital technologies.	3
	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	1,3
Qualifications	Good honours degree in a related subject	1,3
	Willingness to travel on behalf of the project including overseas	1,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in international development settings with partners from multiple countries	1,3
	Experience of working in or with the energy or transport sectors	1,3
	Experience of working on a large programme/initiative (either in terms of budget or scale of reach)	1,3
	Experience of cross-disciplinary work and/or multi agency partnership work	1,3
Qualifications	Nationally recognised professional qualification in communications/PR	1

## Conditions of Service

The position is full time and fixed term starting as soon as possible and ending on the 31 March 2025. Salary will be on Management and Specialist Grade 6, £32,348 - £42,155 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grades 6 and above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

As a university, we recognise societal and institutional barriers in place that work against supporting the development and progression of careers for those with protected characteristics. We are keen to encourage applicants with a range of different backgrounds and experiences as part of our ongoing commitment to equity, diversity, and inclusion.