

## Job Description

- Job title:** Outreach and Communications Officer
- Salary:** £35,000-38,000
- Hours:** 40 hours per week, including an hour for lunch
- Contract:** 12 months contract, with opportunity for renewal
- Department:** Climate Programme
- Report to:** Project Manager
- Location:** London Islington hybrid arrangement (at least 2 days in the office, more expected during probation and induction period)

## About EIA Climate Programme

EIA's Climate Programme seeks to keep global warming below 1.5°C and meet the climate challenge through rapid, sustained reductions of emissions of all the major greenhouse gases.

This will be achieved by developing, implementing and enforcing ambitious national, regional, global and sectoral obligations to transition away from fossil fuels and reduce emissions of ozone depleting substances (ODS), fluorinated gases (F-gases), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O) and carbon dioxide (CO<sub>2</sub>). These obligations should be reinforced by strong governance frameworks ensuring corporate accountability and sustainable financing for a just and fair transition for all.

## Role Purpose

EIA is seeking to recruit an Outreach and Communications Officer to strengthen the visibility, influence and coordination of its climate campaign.

The role sits at the intersection of communications, public affairs and stakeholder engagement. The postholder will focus on translating and amplifying EIA's policy and advocacy work through media, stakeholder engagement and external positioning. An important aspect of the role will be to support engagement and coordination with EIA partners, to build the movement and amplify their efforts.

The postholder will not be responsible for developing detailed policy positions or leading policy campaigns but will work closely with the campaigns team to ensure EIA's analysis and priorities are effectively communicated and reach key audiences.

## Key areas of responsibility

### **Media and strategic communications**

- Support the development and delivery of communications strategies aligned with campaign priorities
- Build and maintain relationships with journalists, editors and key media outlets
- Identify strategic opportunities for media engagement and external visibility, particularly around key policy moments
- Shape narratives, draft and place op-eds, comment pieces and reactive media lines
- Translate campaign priorities and technical analysis into clear, compelling messaging for media, policymakers and external stakeholders
- Contribute to campaign strategy by advising on outreach, positioning and narrative development.

### **Stakeholder engagement**

- Support the development and maintenance of relationships with policymakers, including Members of the European Parliament (MEPs), Members of the British Parliament, European Union institutions and other relevant stakeholders
- Support campaigners in planning and delivering stakeholder engagement, including preparing messaging and coordinating meetings
- Support the organisation of events, including identifying and securing speakers and managing outreach and invitations
- Attend key international meetings and fora (e.g. COP, Montreal Protocol) to identify strategic developments and key messages, and produce timely communications outputs, including media lines, briefings and stakeholder updates.

### **Coalition and network coordination**

- Support engagement with subgrantees, including onboarding, facilitating their integration into relevant coalitions and ensuring alignment with EIA's communications and outreach objectives
- Act as a point of contact for subgrantees on coordination and communications
- Support coordination across partners and stakeholders during key moments, ensuring alignment on messaging and effective external engagement.

## Person Specification

### **Essential**

- Demonstrated experience in communications, public affairs, campaigning or media work within NGOs, civil society or advocacy organisations
- Proven experience engaging with journalists and securing media coverage
- Understanding of global and EU climate change policy and/or environmental governance
- Ability to analyse political and policy contexts and translate them into clear, strategic messaging
- Excellent written and verbal communication skills, with the ability to produce high-quality content for different audiences
- Strong organisational skills and ability to manage multiple priorities
- Professionalism and ability to work collaboratively within a team
- Fluency in English, with knowledge of additional languages an advantage
- Ability to travel at short notice

**Desirable**

- Experience working in or engaging with EU institutions or the Brussels policy environment
- Experience coordinating coalitions, networks or multi-stakeholder groups
- Proactive, adaptable and comfortable working in a fast-moving environment
- Experience working across different cultural and political contexts