

## Climate Bonds Initiative - Vacancy

Role:	Communications and Media Intern, Communications and Media Team
Location:	London Bridge
Position:	Open ended
Closing Date:	Applicants 18 June 2018
Hours:	Full time
Salary:	Meets London Living Wage

### About the Climate Bonds Initiative

The Climate Bonds Initiative is an investor-focused NGO working to mobilise the \$100 trillion global bond market for climate change solutions. The organisation is leading the development of innovative international climate finance solutions with global stakeholders including governments, bond issuer's investors and NGOs.

Our main work streams are green bond standards and certification, green bond data and market analysis, policy and market development, communications and advocacy.

Communications and Media is responsible on a whole of business basis for communications strategies, brand support, media relations, online visibility, social media and designated marketing and communications campaigns along with internal support to functional and country-based development teams.

### The Role

Climate Bonds is looking for an enthusiastic and flexible individual to support the work of the Communications and Media Team. This is a paid internship. Reporting to the Head of Communications & Media the role encompasses a wide range of activities with a focus on copywriting and editorial content, media liaison, communications collateral, social media, campaign and project support.

### Responsibilities & Key Tasks

- Assisting the Head of Communications and Media with media and stakeholder liaison, campaign execution, editorial content and copy creation, online and website projects
- Drafting, editing proofing content and editorial including copywriting and of media releases, features, op-eds, blogs posts and campaign collateral
- Website updates, maintenance, digital imagery and content creation
- Assisting to build the reach of Climate Bonds media and brand profile, meet campaign and project objectives
- Assist in social media content production, monitoring and analytics
- Undertake media monitoring, analysis and regular reporting, develop communications processes
- Provide general support for other Communications team members, major events, announcements and launches.

## Qualifications and Experience

### *Essential:*

- Eligible to work in the UK
- Relevant tertiary qualifications in communications, media, marketing or other relevant qualifications
- Excellent written and verbal English language proficiency, copywriting and editorial skills
- Ability and desire to produce high quality copy for a range of end uses
- Ability to create accessible and engaging content across multiple platforms and end uses
- Ability to coordinate, prioritise and execute across multiple tasks, projects and deadlines
- Ability to work flexibly, closely and cooperatively with communications colleagues to deliver high quality output in a dynamic and time constrained environment
- Proficient with MS Office suite

### *Desirable:*

- Previous experience in communications, media, climate or ESG issues management
- Basic knowledge of content management systems (CMS), with basic knowledge of html code
- Fluency in other language(s)
- Working knowledge of Adobe Suite, particularly InDesign and Photoshop, or other relevant software is an advantage
- Interest and knowledge of climate change, climate finance and sustainability issues
- Ability to develop and improve communications processes and project execution

## Next Steps

More information on the Climate Bonds Initiative can be found at [www.climatebonds.net](http://www.climatebonds.net)

Send your CV and Cover Letter as a PDF file to [andrew.whiley@climatebonds.net](mailto:andrew.whiley@climatebonds.net) quoting reference “**Comms and Media Intern**” in the subject line.

May 2018

-----