



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Climate Commissions Communications Officer,
School of Earth and Environment**



Salary: Grade 6 (£33,951 – £39,906 p.a. pro-rata)

Reference: ENVEE1833

Part Time to Full Time option available: 60% - 100% FTE

Fixed term to March 2029 at 0.6 FTE; or To March 2028 at 1.0 FTE

We will consider flexible working arrangements

Climate Commissions Communications Officer

Leeds and Yorkshire & Humber Climate Commissions School of Earth and Environment

Are you an experienced communications professional, able to create and deliver effective communications strategies and campaigns? Can you inform and deliver a collaborative approach to communications that raises the profile and reputation of organisations? Can you confidently use digital media, including the development of web content, design work for products and building and maintaining social media profiles with high quality content in an organisational context?

Are you able to develop excellent working relationships and partnerships? Are you passionate about supporting the promotion of world-leading collaborative climate action?

Overview of the Role:

The climate crisis is the most significant challenge the world faces. The science is clear, and at the University of Leeds we are highly focused on impact – it is our most important contribution to make a positive difference in the world. As a research-intensive university, we are perfectly placed to help deliver unparalleled collaboration at scale across institutions and nations. Our strategy focuses on combining our global outlook with a keen awareness of the importance of local, regional and national impact. Our Climate Plan is at the heart of what we are doing to support climate change mitigation and adaptation, locally and globally, while also contributing to a healthier, greener and fairer place to live, work and study.

The Leeds Climate Commission was the first of its kind, launched at an event with Lord Deben in 2017. The Yorkshire and Humber Climate Commission is the largest of its kind and was launched in 2021. The Climate Commissions were created to catalyse evidence-based, collaborative action to address these crises by linking the global outlook and big-picture science to on-the-ground impact at a local, regional and national scale. Eight and four years on respectively, these collaborations are increasingly important, having tangible positive impacts and changing our futures for the better.

We are seeking a talented, motivated and experienced Communications Officer to come and join the Climate Commissions Team at the University of Leeds, working as



part of a dynamic team of climate-focused professional services staff (c.11 FTE). Working to the Communications Manager, you will be one of two Communications Officers and support all aspects of communications for both the Leeds and the Yorkshire and Humber Climate Commissions.

You will have a pivotal role in leading our social media campaigns and monitoring our social media accounts and designing and producing graphics, animations and short videos as well as in-house publications. You will also be responsible for maintaining, curating and originating content for our Commissions websites, and producing our regular newsletters. Your work will include: helping to develop (design work specifically) and communicate a range of core communications products (reports, papers, policy briefs); shaping and informing communications strategies; event organisation supporting the communications requirements of the Commissions' projects, and ensuring our messages are promoted accurately and clearly.

You will have an important role in developing and managing our reputations with partners and the public and will lead the delivery of promotional activities for projects to key audiences, both internally and externally. Bringing creative flair, energy and expertise, you will support the development of materials and identify and activate channels for effective communication and promotion with a wide range of audiences, from the general public and activated communities to the private and public sectors.

Main duties and responsibilities

- Working with the Commissions Team to continually raise the profile of the Commissions, their partnerships, and their ongoing activities and work, as well as developing bespoke communications plans for products and events.
- Supporting the planning of and implementing methods for regularly evaluating the Commissions' communications work (including maintaining a database of media coverage), playing your part in creating our strong continuous improvement culture and driving high performance.
- Building capacities for excellent and aligned communications with Commissioners, their organisations and key partners, developing supporting materials like key messages and media briefing packs.
- Being responsible for executing a wide range of communications and engagement activities for both Commissions, including, but not limited to:
 - Working with designers to maintain our new websites, including originating, adding and editing content and sourcing copyright-free images, and ensuring content is current, relevant and aligns with key



messages and the motivating, positive-action focus of both Commissions.

- Leading on the running, development and monitoring of YHCC and LCC social media channels (LinkedIn, Bluesky, Facebook, Instagram and YouTube).
 - Designing, delivering and evaluating short-term social media campaigns, including creating graphics and short videos to boost social media posts.
 - Facilitating engagement with the media by building relationships, liaising with journalists, writing and issuing press releases, keeping alert to emerging media opportunities to raise our profile and responding to media enquiries.
 - Delivering in house design work as well as working with design companies from the University of Leeds framework suppliers to produce a range of external communications resources, such as reports, videos and branding materials, as well as producing publications in house.
 - Producing regular digital newsletters for both Commissions, and writing, proof-reading and editing copy.
 - Supporting event organisation (in person and virtual), including liaising with external conferencing/events teams and promotion internally within the University of Leeds and project partner organisations and externally.
 - Supporting the development and implementation of a Customer Relationship System (CMS), ensuring we are managing our reputation and relationships to an excellent standard.
 - Taking an active role in helping to shape YHCC and LCC development by contributing communications and engagement ideas to support our flagship projects and work programmes.
- For all the above, you will be expected to ensure that communications follow University of Leeds guidelines on identity management, web standards and accessibility and use of agreed suppliers.
 - You will also be expected to be aware of the Commissions' wider contexts, building an effective network with other communications professionals at the University of Leeds and with key partners and stakeholders.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



Qualifications and skills

Essential

- Considerable experience in a communications role, ideally with working knowledge of and interest in climate communications and engagement approaches.
- Expertise in a wide range of activities, methodologies and practices in communications, marketing and public engagement.
- Excellent oral and written communication skills and the ability to convey complex concepts clearly and effectively to a range of audiences.
- Design and print publishing skills, including video editing, graphic design, and animation for social media, and familiar with using Adobe InDesign.
- Excellent organisational skills and ability to prioritise your workload to meet deadlines.
- Skilled in copywriting, editing and proof-reading demonstrating attention to detail.
- Experience of using digital media in communications, including the delivery of web content and deploying a range of social media within an organisational context.
- Excellent interpersonal and influencing skills and the ability to build credibility and rapport to deal effectively with people at all levels, within and external to the organisation.
- Enthusiastic and self-motivated with evidence of being able to work independently as well as supporting and working effectively within the wider team.

Desirable

- Experience of working in digital communications, marketing, or a press office.
- Photography skills.
- Demonstrable ability to help develop, implement and evaluate successful impact / communication strategies/ plans.
- Experience of working in an academic environment or similar, large and complex institution.
- A degree, preferably in one of the following areas: science, social science, politics, environment, climate, journalism or a closely related discipline.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

[Kate Lock](#), Climate Commissions Communications Manager

Email: K.M.Lock@leeds.ac.uk

Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information, please visit [the Government's Skilled Worker visa page](#).

Find out more about the [School of Earth and Environment](#)

Find out more about the [Faculty of Environment](#)

Find out more about our [Research and associated facilities](#).

Find out more about Equality and Inclusion in the [faculty](#).

Our University

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment we are dedicated to diversifying our



community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Environment has received a prestigious Athena SWAN silver award from Advance HE, the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

