

Call for Consultant – Global Climate and Health Alliance

Aug 2023

Title: *Communications Generalist & Project Manager - COP28*

Location: Remote/virtual

Scope: Project manage and contribute to implementing GCHA strategic and stakeholder communications through & following COP28

Start Date: September 2023

Duration: 4-5 months

Effort: ~80-100% time (potentially negotiable)

Posted: Aug 28 2023

About GCHA: The Global Climate and Health Alliance (GCHA) works at the forefront of a growing global movement of health professionals and health and development and organizations dedicated to promoting a healthy, equitable and sustainable future for all. We address the climate crisis through evidence-based advocacy, policy, engagement, research and strategic communications. With 160+ organizational members, the Alliance co-chairs the WHO-Civil Society Working Group on Climate & Health, and collaborates with organizations and agencies around the world to bring influential health voices to national and international debates on climate change and development. The GCHA secretariat is a small team with a large mandate, building the health movement to tackle the climate crisis and preserve a healthy home for humanity.

Position in Brief:

We are looking for a dynamic communications generalist with experience project managing and implementing stakeholder and strategic communications for change, in the international arena, to coordinate and help implement GCHA communications activities in connection with COP28.

Background

As the first UNFCCC conference to include a high-level focus on health, COP28 presents a unique opportunity for the health community to advance the goal of putting people at the center of climate decision making, and drive the ambitious climate action needed to protect people and planet. Stakeholders across the health community worldwide recognize this opportunity and are stepping up, many for the first time ever, to engage with and attend COP. Health at this COP builds upon years of work by health stakeholders, part of a sustained and growing movement to drive the major, vital system-level transformations required to address the climate crisis, with climate, health and equity fully integrated across these systemic changes.

The Communications Consultant will make important contributions to this work over a four to five month period leading up to, during, and just following COP, by project managing GCHA communications and contributing to their implementation, to ensure that GCHA reaches its audiences in the most effective ways to deliver on this agenda.

Key areas of responsibility:

1) Communications project management

GCHA has a website, newsletter, social media channels, and stakeholder listservs, mounts events, and has a couple of key communications-focused projects underway. We have campaigns, programs, and initiatives that need to be consistently and optimally communicated. The consultant will play a vital role by project managing and coordinating communications across all of these activities, working with GCHA's existing communications team (media lead, social media lead, newsletter & graphic design coordinator, web developer), GCHA program staff, and the executive director.

2) Communications implementation:

The consultant will also make a significant contribution to implementing GCHA communications, by spearheading review and update of the website ahead of an important upcoming launch; writing copy for the newsletter, website, event listings, etc.; developing talking points documents and social media packs for stakeholders; drafting stakeholder engagement and update emails; and ensuring brand and messaging consistency.

This position will report to the executive director, and will work closely with GCHA's existing communications and program staff.

GCHA is a mission-driven organization, with a passionate and dedicated team committed to tackling the climate crisis to protect people and planet. The ideal candidate will bring similar commitment and passion to the work. The successful candidate will also be well-organized and flexible, and will exhibit energy and a pro-active drive for generating polished and accurate work products. GCHA is an entirely virtual organization. The right candidate must therefore be able to self-manage toward agreed goals and objectives, while collaborating well within a virtual team setting.

Due to the international and networked nature of GCHA's mission and the rhythms of our activities, there may be a need to work outside of business hours in your geography at times. The period between now and the UN climate negotiations in December may also entail some periods of crunch-time work, with other periods that are less intense.

Responsibilities:

Working w/GCHA communications team, executive director, and programme team:

- Project manage GCHA communications planning and implementation to support coherent, coordinated roll-out of stakeholder, media, and social media communications in the run up to and immediately following COP28.
- Develop partner and stakeholder comms packs for key launches and moments.
- Plan and oversee the clean-up and update of GCHA website to support GCHA goals

including reviewing website content, recommending improvements, drafting copy, ensuring Spanish translation & updates applied consistently across site, and working with GCHA's web developer to implement updates.

- Support preparation of GCHA newsletter by identifying, collecting, and reviewing newsletter content, and ensuring key GCHA initiatives, campaigns, and messages take full advantage of this communication outlet.
- Coordinate internal communication amongst ground team and remote team to facilitate media, social media, and stakeholder comms during events including e.g. UN General Assembly/NY Climate Week, Latin America Climate Week, and COP28, to support strategic stakeholder, media and social media communications.
- Draft and send stakeholder outreach, engagement, and update emails, under direction of Network & Engagement Lead.
- Coordinate development of stakeholder communications strategies, such as social media packs, template press releases, identification and coordination of spokespeople, etc.

Consultant qualifications, qualities & skills:

- University or higher degree with focus in relevant field of study.
- Minimum 3 years' experience in climate change and/or health communications in the international space. Experience with communications at the intersection of climate & health is a plus.
- Experience in stakeholder communications for engagement and movement building.
- Robust copy writing skills for policy, public, and professional audiences.
- Excellent organizational skills and ability to successfully manage and project manage concurrent streams of work.
- Excellent written communication in English. Strong written communication in Spanish is a plus.
- Solid knowledge of Google drive and of Microsoft Word. Experience using a contact management system (aka CRM) (we use EveryAction).
- Experience with and complete comfortability working virtually, using Zoom, Slack, shared Google documents, and other remote collaboration tools such as Asana (project management) and Miro.
- Light graphic design skills are a plus (we use Canva for simple in-house tasks).
- Positive, solution-oriented approach to work.
- Flexibility, and strong team communications skills.

Additional information about the position:

- This position is remote, however requires working hours compatible with the Americas, Europe, Africa. Based in Latin America is a plus.
- Consultant will be expected to attend GCHA team meetings.
- Approximate effort averaged across the contract period: ~80%-100% time (negotiable)
- This is a consultant position and you will provide your own computer, materials and supplies.

How to Apply:

Please apply using this form: <https://forms.gle/4DWBk9JahxW4Kuh58>

Only shortlisted applicants will be contacted. Inquiries will be reviewed on a rolling basis until the position is filled.