

Advocacy and Communications Officer

Location: Remote, with regular meetings in London, UK

Contract Type: 2.5 days a week. Permanent.

Reports to: Executive Director

About Us:

Sustainability First is a leading UK think tank and charity that acts as a critical friend to businesses, regulators, governments, and civil society, to create more sustainable energy and water sectors in the UK. We work tirelessly to advocate for policies that support environmental and consumer protection and to engage the public through accessible and impactful communication. We believe that it is possible to create a thriving economy that respects environmental limits and enables social equity.

Role Overview:

We are seeking a dynamic and committed Advocacy and Communications Officer to join our team. This new role is integral to amplifying our voice with decision-makers, including business leaders, senior officials in central government and regulatory bodies, and amongst politicians. You will help to shape public policy, and drive our communications strategy. The ideal candidate will have a strong background in advocacy, excellent communication skills, and a shared commitment to our values. This is an excellent opportunity to develop a core role in our charity, as well as make a tangible impact on the environment and social equity in the UK. We will also be rolling out a refreshed brand and updated website – you will have the opportunity to help us make the most of our new branding.

Key Responsibilities:

1. Advocacy:

In close liaison with the Executive Director, and Sustainability First Associates:

- Develop and implement advocacy strategies to influence policy at national levels.
- Monitor policy developments and legislative changes relevant to our mission.
- Build and maintain relationships with policymakers, stakeholders, and partners.
- Draft policy briefs, position papers, and consultation responses.
- Represent us at meetings, conferences, and public forums.

2. Communications:

- Develop and execute comprehensive communication plans to raise awareness of our campaigns and initiatives.
- Create engaging content for various platforms, including press releases, blogs, social media, newsletters, and our website.
- Manage media relations, including responding to media inquiries and securing coverage in relevant outlets.
- Coordinate the production of marketing materials and publications.
- Support the planning and execution of events, webinars, and public engagements.

3. Campaign Management:

- Lead and manage specific advocacy and communications campaigns, ensuring alignment with our strategic goals.
- Track and report on the effectiveness of campaigns, using insights to improve future efforts.
- Collaborate with colleagues across project partnerships to ensure cohesive messaging and strategy.

Person Specification

Skills and Experience:

- Proven experience and a strong track record in enabling change through advocacy, public affairs, strategic communications, and / or media relations, preferably within the environmental or charity sector (Essential).
- Strong understanding of the UK political landscape and environmental policy (Desirable).
- Exceptional written and verbal communication skills (Essential).
- Ability to translate complex policy issues into clear, compelling messages (Essential).
- Strong project management skills and the ability to work to tight deadlines (Desirable).
- Experience managing social media platforms and creating digital content (Essential).
- Experience of designing and implementing successful PR campaigns and generating positive media coverage (Essential).
- Proficiency with MS Office and familiarity with content management systems (CMS) (ideally including WordPress).

Personal Attributes:

- Passionate about the environment, social inclusion and sustainability.
- Creative thinker with the ability to generate innovative ideas and drive them forwards

- Self-motivated and able to work independently as well as part of a team.
- Strong interpersonal skills and the ability to build relationships with a wide range of stakeholders, including our associates and trustees as well as other staff members
- Flexible and adaptable, with a willingness to take on new challenges.

What We Offer:

- A supportive and inclusive working environment.
- Opportunities for professional development and career progression.
- The chance to make a tangible impact on environmental and public policy, and public awareness.
- Flexible working hours including remote working.

How to Apply:

Please send your CV and a cover letter detailing your suitability for the role to recruitment@sustainabilityfirst.org.uk by **Sunday 3rd November**. In your cover letter, please include examples of your previous work in advocacy and communications, and explain why you are passionate about working with Sustainability First.

Equal Opportunities:

Sustainability First is committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.