

**Role Title:** Senior Communications Manager, Indigenous Peoples and local communities

**Team name:** Communications, working closely with Indigenous Peoples and local communities team

### About the role

The Executive Secretariat for the Integrity Council for the Voluntary Carbon Market is seeking to appoint a Senior Communications Manager who will work with our Communications Director as well as our Indigenous Peoples and local communities Associate Director and the self-led Indigenous Peoples and Local Communities Engagement Forum to help develop and deliver our strategic communications and engagement strategy. This is a unique opportunity to develop and deepen experience of working in a fast-paced, multi-stakeholder environment with the potential to contribute to meaningful environmental and social outcomes with a focus on Indigenous Peoples and / or local communities.

In this dynamic role you will work in close collaboration with all parts of the Integrity Council's work programme, including the members of our Indigenous Peoples and Local Communities Engagement Forum, our Board and Expert Panel members, as well as our external communications agencies, private sector partners and funders. Your day-to-day focus will include managing the successful flow of strategic messaging through all our communications and marketing channels. You will also play a vital role in helping to shape the Integrity Council's overall strategic communications, bringing innovative and creative ideas to inform and educate our stakeholders, build alignment around our programme and strengthen our brand and reputation.

This includes working in close collaboration with the Communications Director to ensure our work relating to Indigenous Peoples and / or local communities is fully integrated into the Integrity Council's strategic comms objectives, day-to-day management of communications implementation in partnership with the wider team, external agencies, Forum and Board members; making recommendations for improvements to processes, architecture or infrastructure of the communications function and implementing those developments in collaboration with the Communications Director and wider team. It will also include significant exposure to senior figures and media to build alignment, ensure effective implementation and manage day-to-day communications delivery.

The ideal candidate will be an excellent project manager and have experience working across multiple projects and stakeholder groups. You will be able to express your thoughts, ideas and recommendations in a clear and compelling way. Ideally, you will have experience, gained either in-house or within an agency, in strategic and corporate communications. You will be proactive and detail-driven with an excellent understanding of the media, finance and the political landscape. To thrive in this role, you will be passionate about using strategic communications to ensure Indigenous Peoples' and / or local communities' rights and interests are protected and enhanced in a high-

integrity voluntary carbon market and understand that achieving this is a critical part of accelerating climate action.

You can find out more about the Integrity Council on our website: <https://icvcm.org>

## Key duties

- Leading the development and delivery of creative and strategic communications strategies for the Indigenous Peoples and Local Communities Engagement Forum.
- Providing expertise and communications relating to Indigenous Peoples and / or local communities for the Integrity Council's overarching communications strategy based both on insights from the Forum and the Indigenous Peoples and Local Communities Committee.
- Ensuring alignment between the overarching Integrity Council communications strategy across all Integrity Council communications channels and the Indigenous Peoples and / or local communities workstream.
- Co-ordinating and project managing day-to-day communications activity on Indigenous Peoples and / or local communities, working with priority stakeholders to deliver impactful communications across media, digital channels and events.
- Monitoring and reporting on communications impact, insights and horizon scanning for this area of work including within the media landscape.
- Acting as the key point of contact for specific events and media engagement relating to the Indigenous Peoples and / or local communities workstream for the Integrity Council.
- Supporting in any crisis communications issues relating to the Indigenous Peoples and local communities workstream
- Producing high quality, well-written and accurate communications content for a range of audiences and channels relating to Indigenous Peoples and / or local communities.
- Liaising with the Integrity Council's media agency and Indigenous Peoples' and / or local communities' stakeholders who may be media spokespeople.
- Ensuring spokespeople are briefed, trained and that translation services are available as required for all communications opportunities e.g. media and events.
- Attending all Indigenous Peoples and Local Communities Engagement Forum and Committee meetings and identifying communications needs and opportunities.
- Helping to increase knowledge and awareness of the priorities and activities relating to Indigenous Peoples and / or local communities workstream across the organisation and wider stakeholders by developing relevant assets and communications e.g. decks, key messages etc.
- Working effectively with a wide range of internal and external stakeholders at all levels.
- Demonstrating and following ICVCM's values in all aspects of your work.
- Other duties commensurate with your role as required.

This is an exciting and fast paced role and as the Integrity Council is a maturing start-up, you must be willing to work flexibly and take on additional duties, as required.

## Experience

Experience	Essential	Desirable
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Proven track record in delivery of media relations, digital communications and marketing.	X	
Experience of managing communications campaigns and activity in the climate change, Indigenous Peoples and / or local communities and/or sustainability space.	X	
Experience of delivering high-quality, high impact and multi-channel communications campaigns across media, digital and events.	X	
Understanding of the rights and interests of Indigenous Peoples and / or local communities.	X	
Crisis communications and risk management.	x	
Experience of working on international campaigns with a global south focus.	X	
Marketing and event experience.		X
Understanding of carbon markets knowledge of the key stakeholders and international frameworks relevant to carbon markets.		X
Previous experience working with external consultants to create aligned communications programs and high-impact outcomes.		X
Previous experience working in communications across a wide range of stakeholders (i.e. NGOs, finance, policy-makers and Indigenous Peoples and / or local communities).		X
Small business / start-up environments.		X

## Skills, Abilities & Attributes

- A strong understanding of the importance of strategic communications in supporting the delivery of our mission by helping to build strategic alignment across ICVCM and our many stakeholders.
- An ability to successfully coordinate and run projects and events within a set budget with an outstanding focus on quality and project follow-through.
- A strong, independent work ethic.
- Outstanding interpersonal and relationship building skills with partner organisations, people from a wide range of cultures and backgrounds as well as senior-level officials and influencers.
- Organisational skills including strong capacity to coordinate simultaneous projects and successfully prioritise tasks with sound judgment within a collaborative and fast-paced start-up organisation.
- Creative flair and ability to translate technical content into innovative and engaging campaigns.
- A thorough understanding of best practice in digital communications
- Excellent written and oral communication skills and attention to detail, with a proven capacity to translate information and big ideas into actionable plans.
- Willingness to participate in both critical thinking and administrative tasks.
- Self-motivated and brings a strong positivity/energy to the team.

- Fluency in English, with working knowledge of one of Spanish, French or Portuguese.
- Excellent IT skills, particularly the use of Microsoft Office 365 suite.
- Flexibility, adaptability, resilient to change and comfortable working in a fast-paced environment.
- Strong interpersonal skills.
- Positive, can-do attitude with a focus on developing ideas and solutions as part of a team.

## About the Integrity Council

The Integrity Council is an independent governance body for the voluntary carbon market. Its purpose is to ensure the voluntary carbon market accelerates climate action.

It does this by setting and enforcing definitive global threshold standards, drawing on the best science and expertise available, so high-quality carbon credits channel finance towards genuine and additional greenhouse gas reductions and removals and contribute to climate resilient development.