

Job Description



Position Title: Media & Editorial Manager

Department: Communications & Events

Reporting To: Head of Media

Location: London

Salary: £ 41,155 per annum

Term: Indefinite Contract

Background

The C40 Cities Climate Leadership Group, now in its 14th year, connects 94 of the world's greatest cities which have committed to tackling climate change. We bring mayors from around the world together to learn from each other in reducing greenhouse gas emissions and creating resilient, sustainable and low carbon cities. C40 cities represent more than 700 million urban citizens and their economies account for 25% of the global GDP. C40's 'Deadline 2020' report sets out the critical role that the world's major cities have to play in delivering the historic Paris Agreement to prevent catastrophic climate change.

C40's team of 180+ staff is headquartered in New York, with offices in London, Rio de Janeiro, Copenhagen, Beijing and Paris and individual staff based across 25+ different locations. C40 is primarily funded through the generous support of philanthropic foundations.

The strategic direction of the organization is determined by an elected Steering Committee of C40 mayors which is chaired by the Mayor of Paris, Anne Hidalgo. Three-term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A seven-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40's three core strategic funders are Bloomberg Philanthropies, the Children's Investment Fund Foundation (CIFF) and Realdania.

Department Description

C40's Communications and Events Team is responsible for strategically positioning C40 as one of the world's most impactful climate organisations and ensuring that mayors of C40 cities are recognised as global climate leaders.

Our global communications campaigns and iconic events encourage even greater collaboration between mayors, city officials, international institutions, scientists, climate experts and CEOs. This drives ambition and helps political and business leaders to step up their climate action to the level needed to keep global temperature rise to within the boundaries that scientists agree is safe.

Position Description

The Media & Editorial Manager will play an active role in the Communications & Events Team, helping to increase the visibility of C40 and our world-leading network of mayors through exciting and high-quality communications. This person will bring to the team a solid understanding and track record of delivering high-profile media coverage and innovative content across a variety of platforms and will ultimately help to strengthen C40's reputation as one of the leading voice's in the global climate conversation.

Responsibilities:

- Under the guidance of C40's Head of Media and in close coordination with the Head of

Editorial Content, create, edit and publish high-quality and compelling content for a variety of traditional and new media channels, including social media, website, and print newspapers.

- Write op-eds and other pieces of written content for C40 to reach a broad audience, including mayors, citizens and business leaders; edit the writing of outside contributors and fellow C40 staff.
- Along with the Head of Media, identify the leading mediums for youth and millennial audiences and develop materials adapted to this specific audience, as well as create the conditions to build partnerships with these mediums.
- Under the guidance of C40's Head of Media, develop the influence of C40 among journalists based in London, especially correspondents of international media outlets and newswire agencies.
- Draft and issue press releases; pitch stories; coordinate media interviews with senior staff members. Respond to media enquiries and requests for comment from the organization.
- Draft comprehensive briefing materials and ensure senior staff members are well prepared ahead of media interviews.
- Support C40's Head of Media in managing journalists, securing interviews with mayors and other high VIPs and delivering press conferences at major international events.
- Undertake editorial review of research materials and other publications as needed.
- Manage an editorial calendar that captures all upcoming priorities for the Media and Editorial Content teams, and ensure it syncs with wider team's project calendar.
- Attend monthly Communications Advisors calls; help develop the agenda with the Head of Media, and record outcomes and next steps.
- Manage C40's media monitoring tools, providing regular coverage reports to colleagues, cities and partners. Identify opportunities for increased media coverage based on which journalists and media outlets are reporting on relevant topics.
- Contribute to the development of written and/or visual content for monthly, quarterly, and annual project reporting to donors.
- Help develop partnerships with advocacy and media organizations; manage relationships with key journalists.
- Help develop exciting new content partnerships with major global media partners.

Person Specification:

- Bachelor's degree with demonstrable experience in developing and producing high-quality content for a wide range of traditional, digital and social media platforms in media relations and/or editorial roles.
- Outstanding writing and editorial skills, and an ability to express complex, abstract ideas to a variety of audiences – from political elite to general public – in a straightforward, accessible way.
- Strong knowledge and understanding of media relations, including crisis communications, with good relationships with a growing network of journalists.
- Experience securing media coverage for complex issues, and delivering major international communications campaigns.
- Experience managing media at major high-profile international events, including staffing press rooms and delivering press conferences.
- Experience using various content management systems and social media platforms.
- Experience using media monitoring tools and journalist databases.
- Strong ability to work on multiple projects simultaneously and remain focused in a demanding and often fast-paced environment.
- Strong interest in climate action and solutions, and a passion for C40's work; subject-matter knowledge or expertise preferred.
- Excellent team player/collaborator with strong relationship management and ambassadorial skills.
- Native proficiency in English -- spoken and written -- is required. Fluency or command of other languages spoken in the C40 network desired.

Other Requirements:

Applicants must already have the right to work in the United Kingdom. Occasional travel is required as part of the role.

Application Process:

Interested applicants should submit a curriculum vitae and cover letter to careers@c40.org. Closing date for receipt of applications is **Sunday, 10 March 2019**.

To learn more about the work of C40 and our cities, please visit www.c40.org, follow us on Twitter @c40cities and like us on Facebook at <http://www.facebook.com/C40Cities>.

C40 is an equal opportunities employer.

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