



THE UNIVERSITY *of* EDINBURGH

Job Description

Job Title:	Communications Officer – ClimateXChange
Department / School:	Geosciences
Reports To:	Communications Manager – ClimateXChange

Job Purpose

This post is part of a small, professional team focused on the delivery of knowledge management and exchange between academic partners and policy specialists in government. The role will provide communications support across the ClimateXChange (CXC) secretariat including leading on drafting monthly updates reviewing and editing commissioned research reports and drafting executive summaries of research reports.

Main responsibilities

1. Reviewing and editing draft evidence-based reports from CXC commissioned research and preparing executive summaries with a focus on presenting complex concepts accessibly, the policy relevance is clear and reports are written in plain English. (25%)
2. Liaising closely with the CXC secretariat team to secure input, draft and format our monthly CXC newsletter. The role involves synthesising material from a range of sources and presenting it in an accessible and engaging way. (15%)
3. Drawing on existing material the role will be responsible for updating, editing and formatting templates and procedural documents used across the programme, including the CXC 'handbook' which documents our approaches and procedures. (15%)
4. Maintaining an engaging presence for CXC online by monitoring and posting to CXC's social media channels, supporting the Communications Manager to ensure the CXC website is up to date and accurately reflects the work of

- CXC, and producing and uploading podcasts and blogs relating to CXC work. (15%)
5. Collating clear and concise material for CXC's monthly, quarterly and annual reporting to our funder to summarise and present CXC programme and project work, and report on impact, including through case studies across the programme and for each financial year. (20%)
 6. Provide AV and logistical support for a range of events across the programme and for individual projects. (10%)

Key contacts / Relationships

- Close working relationships with all members of the CXC Secretariat team
- Frequent contact with CXC Directors and members of the CXC Advisory Panel (academic representatives from multiple HEI institutions in Scotland).
- Collaborate with communications colleagues in ECCI to help integrate and support communication between CXC and ECCI where appropriate.

Planning & Organising

- Plan and prioritise own workload to ensure effective delivery of a range of outputs whilst ensuring the ability to respond to ad hoc demands.
- Resolve conflicting timescales and priorities independently.
- Liaise closely with the CXC team to understand their needs and associated timelines for key communications support.

Problem Solving

- Ability to work under pressure and react at short notice to respond to issues as they arise.
- Use foresight to identify potential challenges and deal effectively with unforeseen problems as they arise.
- Critically review and make suggestions for improvements to existing processes.

Decision Making

- The post-holder is responsible for allocation and management of their own workload within the framework of objectives and priorities provided by the CXC Communications Manager.
- Decide when resolution of issues falls within own competence and when to seek support from the CXC Communications Manager/Programme Manager

Knowledge Skills and Experience

Attribute	Essential	Desirable
Education, Qualifications & Training	<ul style="list-style-type: none"> • A first degree with at least 2 years' relevant post-qualification experience in a communications role or a minimum of four years' experience in a similar role. 	<ul style="list-style-type: none"> •
Knowledge & Experience	<ul style="list-style-type: none"> • A proven track record of writing/editing complex material for non-specialist decision making audiences. • Experience of web management, content management systems and a range of social media. • Excellent IT skills including experience in presenting and formatting written material, presentation through infographics and case studies. • Well organised and able to manage and prioritise own workload to work effectively in a small team. 	<ul style="list-style-type: none"> • Experience working with policy processes and develop policy relevant material • Experience of developing visual and multi-media content, including podcasts • Interest in, and experience of working on, climate change related issues.

Dimensions

Working closely with the CXC Communications Manager and the wider CXC Secretariat, the post holder will edit and format outputs from our 35-40 reports each year alongside a series of blogs and thematic summaries, and other written outputs including reporting to our funder. This involves working to tight deadlines on multiple tasks relating to all CXC communication activities.

Additional Information

The job is part of the ClimateXChange Secretariat, and is line-managed by the CXC Communications Manager. The Secretariat sits within the Edinburgh Climate Change Institute, part of the School of Geosciences. CXC's Communications Manager Grant Collinson is the countersigning manager for this post. Anne Marte Bergseng is the CXC Programme Manager leading the secretariat. Dr Kate Donovan is the CXC Policy Director and serves as the Principal Investigator for the project.