



# Terms of Reference: Communications & Engagement Coordinator

NatureFinance - January 2022

## 1. About NatureFinance

NatureFinance is a Geneva-based, international not-for-profit dedicated to aligning global finance with equitable, nature positive outcomes and thereby accelerating climate goals and a just transition to sustainable development. Its work spans initiatives that are building and using biodiversity data to better manage nature related risks, developing purposeful nature markets, advancing financial innovations including in sustainable sovereign debt markets, strengthening nature related liabilities and citizen action on nature.

## 2. The role

NatureFinance is looking for an excellent communicator, team player, creative thinker and naturally curious individual to join our fast-paced international team. The Communications and Engagement Coordinator plays a central role in the NatureFinance team, supporting the delivery an ambitious communications and engagement portfolio.

### a) A-Z of Publications Pipeline

- Responsible for delivery of NatureFinance's publication pipeline and timelines, coordinating with members of the team including project managers, designers, digital content creators, and in some cases media advisory
- Work with Project managers to develop communications kits, including key messages, fact lists, blurbs and text for publication page, etc.
- Ensure brand guidelines are correctly applied by staff and partners
- Work with the communications team to generate ideas, draft articles, stories, factsheets, newsletter content, key messaging, etc.

### b) Outreach and Engagement

- Maintain up to date internal and external content/event calendar
- Support with maintenance of content on the NatureFinance and entities' websites
- Support the development of accessible communication materials including decks, blogs, speeches and video scripts for targeted audiences
- Responsible for keeping communications team on track to deliver a bi-monthly newsletter calendar
- Support with coordination of events with third parties as needed

### **c) Internal Communications & Engagement**

- Work with Project Managers to develop timelines for product releases (including quality assurance and review procedures)
- Support the Communications Principal in applying performance management for agencies and regular consultants, including drafting TORs, recruitment and onboarding of new team members
- Identify and help steer the interconnections between the various NF projects and content, and use this to help inform NF communication strategies
- Attend and contribute to relevant meetings, including the weekly Communications meetings, Leadership Group and Innovation Hub meetings.

## **3. Competencies**

Core Competencies:

Innovation – Ability to make new and useful ideas work

Organisation – Ability to prioritise and self-manage tasks in a fast-paced environment

People Management – Ability to delegate and ensure performance and satisfaction

Communication – Ability to listen, adapt, persuade and transform

Delivery – Ability to get things done while exercising good judgement, within a fast-paced working environment

## **4. Required Skills and Experience**

Min. Academic Education

- Degree in Communications, Journalism, Media, International Development, Political or Social Science, or other closely related field is required.

Min. years of relevant Work experience

- At least five years of professional work experience in communications, social media management, content development/editing/proofreading, research on development issues, etc. is required

Required skills and competencies

- At least two years of experience in developing content on sustainable development topics for a wide variety of public and private stakeholders is required.



- Excellent written and oral communication skills, including the ability to write about sustainable development topics in non- technical language, clearly articulating ideas and concepts to different audiences is required.

#### Desired additional skills and competencies

- Knowledge of Design software such as Adobe InDesign, Photoshop, Illustrator is highly desirable.
- Knowledge of Website Content Management such as WordPress is highly desirable.

#### Required Language(s)

- Fluency in English, oral and written is required.
- Fluency in another language is an advantage.

### **5. Recruitment Process**

- Invitation to share sample/s of written content
- Interview
- One-hour written test
- Final interview-panel

### **6. How to Apply**

Please apply through this [LINK](#) where you will be asked to submit your CV and Cover Letter.