Communications Manager - TEEB for Business Coalition

We are looking for an experienced Communications Manager to run the communications strategy for the newly established TEEB (The Economics of Ecosystems and Biodiversity) for Business Coalition team in Singapore.

The goal of TEEB for Business Coalition is to achieve a shift in corporate behaviour to preserve and enhance rather than deplete our natural capital. To achieve this, the Coalition will bring together global stakeholders to study and standardise methods for natural capital accounting to enable its valuation and reporting in business. The Coalition has been initiated by The Institute of Chartered Accountants in England and Wales (ICAEW), H.R.H The Prince of Wales’ Accounting for Sustainability Project, International Union for Conservation of Nature (IUCN), WWF-UK, Economic Development Board of Singapore, Conservation International, the Global Reporting Initiative, Global Initiatives and other leading institutions under the leadership of Pavan Sukhdev, head of the groundbreaking G8 and UN supported TEEB programme. The Coalition is a Not for Profit organisation, launching in November 2012 and has cornerstone funding from the Gordon and Betty Moore Foundation, and from both the UK and Singaporean Governments.

Based in: Singapore

Reporting to: the Director TEEB for Business Coalition

Interviews to take place in Singapore: W/C 5 November 2012

Salary: Negotiable

Overall purpose of the role: The Communications Manager will be responsible for:-

- Developing and implementing the communications strategy with the Director to maximise international outreach with key stakeholders and visibility of our activities and deliverables
- Organising events, media engagement and an annual high profile conference.

Main Responsibilities:

- Develop the communications strategy with the Director and Chair
- Engage stakeholders, establish and manage relationships
- Identify key events, media and outreach opportunities
- Write press releases, reports, articles, op-ed pieces and speeches
- Prepare updates for the Coalition website, E-newsletter and maximise use of social-media
- Plan and manage the Coalition’s outreach events including webinars and conferences
- Attend management meetings with the Director and Coalition team
- Attend board meetings with the Director to report on communications activities
Deputise for the Director if required.

Requirements:

The successful candidate should be able to demonstrate the following:

- Proven track record and at least 8 years experience running the sustainability communications strategy of a organisation – ideally a coalition/network
- Excellent communication skills
- Strong networks in sustainability, business and press/media
- Track record developing and executing communications plans
- Ability to establish and maintain key relationships
- Proven managerial and operational skills
- Confident communicating with senior management in business at board/CEO, C-level
- Minimum Bachelor’s degree in a related field - communications, journalism and ideally sustainability related
- Excellent writing skills, including experience in writing press releases, annual reports, articles, op-ed pieces, advertisements and speeches.
- High level of IT literacy, knowledge of photo-editing and document-design programs, and use of website and social media
- Experience handling sensitive and confidential issues
- International travel will be required.

The successful candidate should possess the following characteristics:

- Self starter essential as the Director and Chair will travel extensively
- Work independently to plan, coordinate and organise projects.
- Driven
- Ability to prioritise, be flexible and adaptable to quickly changing requirements
- Strong problem-solving and decision-making capabilities and attributes
- English speaker
- Knowledge of wider languages in particular Chinese, Japanese, Malay - an advantage

To apply: Send your CV & one page cover letter to dorothymaxwell@teebforbusiness.org by 02 November 2012.