



Head of Digital Communications

The role at a glance

The role	The Head of Digital Communications will collaborate with the Communications Director, Strategic Communications and Events (StratComms) Team colleagues, and partners to guide the strategic direction and content for our digital work in support of the UN Climate Change High-Level Champions. This role will oversee and help deliver work on social media, website, video production, branding, design, publications and event marketing, in collaboration with a talented team of two colleagues, contractors, agencies, subject matter experts and partners including COP Presidencies, UNFCCC, and the two UN Climate Change High-Level Champions and their offices.
Contract type	Independent contractor
Time commitment	Full time
Duration	12 months with high likelihood of an opportunity to extend
Remuneration level	For independent contractors, in line with market rates, and commensurate with experience and location. Remuneration is inclusive of annual leave.
Start date	As soon as possible
Location	Flexible. We are a fully remote global team, so the role is likely to require some travel.
Reporting to	Communications Director, Claire Duthuit
Other	<ul style="list-style-type: none"> • The candidate is expected to work from home, with occasional travel as and when requested. • The candidate is expected to provide and maintain their own ICT and work tools. • Out of town travel and other work related expenses will be reimbursed in line with the travel and expense policy.
Recruitment process	<p>Please submit your CV and a cover letter (no more than an A4 page) via this form by 31 March 2025.</p> <p>Applications will be assessed on a rolling basis, with a hands-on communications exercise and virtual interviews taking place in April 2025.</p>
Contract Information	The Climate Champions Team is a programme of work under the not for profit administrative host body Rockefeller Philanthropy Advisors (RPA). The contract for this role will be drafted within the Climate Champions Team and signed by the post holder and a senior representative of RPA. Find out more about RPA here .
Code of Conduct	As a member of the Climate Champions Team you are required to adhere to the highest standards of conduct and behaviour, protecting the integrity of the mandate from Parties, the UNFCCC process, the UNFCCC institution and the COP presidency. Shortly after joining, there will be a number of mandatory induction meetings to ensure you have the information and tools needed to work to the highest standards.



Background

The Climate Champions Team is an independently hosted team of experts dedicated to supporting the current pair of UN Climate Change High-Level Champions (HLCs). HLCs are appointed each year to act on behalf of the President of the annual UNFCCC Climate Conference (COP), and hold a unique mandate : to mobilise businesses, investors, cities, regions and civil society and act as a bridge between non-state actors and national governments to reach the goals of the Paris Agreement.

The work of the Climate Champions Team is guided by a [five year plan](#) published by the HLCs and welcomed by Parties at COP 26, which sets out a multi-year vision for the work, and an overview of the main tools and approaches. These include working with a diverse array of partners around the globe to align, activate, and accelerate action and climate solutions across adaptation, mitigation and finance. The CCT supports the HLCs to run the global campaigns of [Race to Zero](#) and [Race to Resilience](#), and to work closely with partners in the Marrakech Partnership and beyond to drive collaboration to achieve the [2030 Climate Solutions](#) - a solutions roadmap based on the [2030 Breakthroughs](#) and [Sharm Adaptation Agenda](#).

HLC and Climate Champions Teams priorities and work are further informed by the COP28 outcomes, in which Parties encouraged the High-Level Champions and Non-Party Stakeholders to consider the [outcomes of the first Global Stocktake](#) in their work with voluntary initiatives and coalitions. At COP29, Parties unanimously [renewed the mandate of the High-Level Champions for 2026-2030](#) and welcomed the continuation of the Marrakech Partnership for Global Climate Action, recognizing the critical role of Non-Party Stakeholders implementing the Paris Agreement.

Key responsibilities

- Collaborate with the Comms Director, Head of Editorial and Head of Events to shape the team's direction, digital communications strategy and calendar of deliverables.
- Develop and oversee the execution of a compelling digital content strategy across Champions' personal and corporate channels, in coordination with two Digital Comms Managers, contractors, agencies, Presidency Offices, colleagues and partners.
- Manage, support and empower the small, dynamic Digital Comms Team as well as relevant agencies and contractors including agencies, photographers and videographers.
- Oversee content planning and execution for all digital channels, ensuring timely, on-brand, on-message delivery of assets and messaging, refining internal processes and systems to ensure smooth internal and external coordination and the effective management of sensitivities.
- Lead the development and execution of a communications strategy for key moments, such as Climate Weeks in a particular city or region, collaborating with subject matter experts, StratComms colleagues



and partners to identify and amplify announcements, raise the profile of High-Level Champions and amplify real economy progress.

- Serve as the StratComms Focal Point for a portfolio of thematic areas or special projects, collaborating with colleagues and partners on the development and timely execution of a content plan.
- Identify, build and nurture key partnerships, including relevant social media companies, media agencies, creators or climate-focused organisations.
- Lean in in an agile, collaborative way to support emerging priorities for the High-Level Champions, the Climate Champions Team and StratComms colleagues.

About you

The successful candidate will have extensive experience in managing digital communication strategies in fast-paced, busy, international teams. A passion for climate issues, sustainability and social change is a must, with proven work experience in this area highly desirable. You will be a proactive leader with strong project management skills, capable of coordinating teams and external partners across various digital platforms.

Role requirements

- 10+ years of progressively responsible experience in digital communications.
- Proven experience in managing diverse digital teams and contractors, with strong leadership and people management skills.
- Deep understanding of social media platforms, websites, multimedia production and branding, and proven ability to keep up-to-speed with the latest trends and technologies.
- Excellent written and verbal communication skills in English, with knowledge of additional languages highly desirable.
- Experience working in a fast-paced, high-pressure environment with tight deadlines.
- A high degree of proficiency in using digital communication tools used for design, multimedia production or web management, with a willingness to provide hands-on support to the team as needed.
- Strong organizational skills with a keen attention to detail.
- Ability to coordinate with multiple stakeholders and manage a variety of projects simultaneously.
- Collaborative and collegial working style, and a strong team player, with strong interpersonal skills and diplomacy.
- Ability to manage through ambiguity and change.
- A passion for climate action, with experience working on climate, sustainability or social impact communications highly desirable.
- Commitment to the [Climate Champions core values](#)