

Job Description

Job title	Senior Communications Officer	Location	London, UK
Department	Strategic Partnerships & Communications	Length of contract	Permanent
Role type	Permanent	Travel involved	Minimal
Reporting to	Manager: Head of Strategic Communications Task Manager: Digital Manager	Direct reports	None, works closely with our media agency

Who we are

We are a global philanthropic organisation working to create a future where everyone breathes clean air. Since 2019, we have spent more than \$110 million towards this mission, supporting over 400 projects globally.

We bring together governments, funders, businesses, and campaigners to find and scale solutions that reduce air pollution. We focus our efforts where the need and potential for impact are greatest: in Ghana, India, Indonesia, Poland, South Africa, the UK and across the EU, and in cities across Africa, Latin America, Asia and Europe.

Through funding, partnerships and advocacy, we generate better air quality data, support new evidence and solutions, and influence decision-makers to act.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. We do this by:

- Funding and partnering with organisations across the globe that promote air quality data, build public demand for clean air and drive action.
- Influencing and supporting decision-makers to act on clean air and to strengthen the air quality cause.
- Working with communities that are disproportionately affected by air pollution.

Find out about our 'Clean Air For All' strategy [here](#). Learn more about where we work [here](#).



What Clean Air Fund offers

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation that is expanding the scale of its work year-on-year and [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development. As a relatively new organisation, we are intentional about building trusting relationships and, to facilitate a strong culture across the team, everyone comes into the office for 50% of their time.

Everyone who works with us shares our values — collaborative, dynamic and evidence-informed — and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation.

Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

Job purpose

We're looking for a strategic communications professional who thrives on creative storytelling and getting things done to join our small but mighty communications team. You'll have a sharp news sense, a knack for crafting compelling content, and the organisational skills to keep a busy team running smoothly. You'll be as comfortable crafting stories for media as you are scheduling posts or coordinating campaign timelines - someone who spots opportunities, connects the dots, and gets things done.

You'll help the Clean Air Fund reach and engage our key audiences: governments, funders, businesses, researchers, civil society organisations and campaigners.

As **Senior Communications Officer**, you'll play a key role in shaping and delivering the Clean Air Fund's strategic communications by:

- **Driving impactful storytelling and thought leadership** across global and regional media, working closely with our media agency.
- **Leading our social media strategy and management**, growing the organisation's and CEO's digital presence, with a particular focus on LinkedIn.
- **Supporting the smooth running of the communications function**, strengthening collaboration across the organisation and the wider clean air movement.

Key working relationships

You will sit within the communications team, working closely with the Digital Communications Manager and the Head of Strategic Communications, and coordinating closely with our media agency and other suppliers.

You will also work with colleagues across the organisation, including in the Strategic Partnerships & Communications and Programme teams. You will also collaborate regularly with our partners and grantees.

Key accountabilities

Press and media (25%)

- Coordinate our day-to-day media operations, serving as the internal focal point for proactive and reactive media engagement, overseen by the Head of Strategic Communications who acts as the senior lead for media.
- Collaborate across the organisation and our partners and grantees to identify, source and craft media-ready stories.
- Work closely with our media agency to identify, pitch and secure coverage across global, national and regional outlets.
- Support media engagement for flagship campaigns, publications and events.
- Develop and maintain strong relationships with journalists, editors and media partners.

Lead on our organisational social media presence (25%)

- Own the development and delivery of a data-driven living social media strategy that integrates the latest digital insights and social media trends.
- Manage and develop the Clean Air Fund social media channels (focusing on LinkedIn) to grow followers and deepen engagement with audiences.
- Support the planning and delivery of communications assets for flagship campaigns, moments and publications across our channels.
- Coordinate communications plans, calendars and schedules for regular communications and campaign moments.

Executive and staff social media (15%)

- Provide hands-on support for the CEO and other senior staff to build their online profile and amplify our key messages.
- Own an integrated planner for CEO communications, and develop key social messages and content, leading a video-first channel approach for the CEO's social media.
- Drive organisation-wide buy-in for social media as a key strategic communications tool, developing guidance, toolkits and delivering staff training.

Wider digital communications (20%)

- Create, publish and update content for the website, including webpages and blogs.
- Create, deliver and optimise the monthly e-mail newsletter.

- Manage the production of brand and corporate assets, such as branded templates and the annual report.

Communications planning and project management (15%)

- Support planning and coordination across the communications team — maintaining calendars, timelines and workflows for key deliverables.
- Manage or support procurement, contracts and relationships with external vendors (media agency, designers, editors, photographers, etc.).
- Maintain systems for tracking outputs and reporting on performance against communications KPIs.
- Help integrate AI tools and digital systems to support effective delivery.

Person Specification

Essential technical competencies

- Proven experience in a broad communications role, ideally with some foundation, NGO, advocacy or agency experience.
- Strong media relations skills, including pitching and writing press materials.
- Demonstrated success in managing social media channels, particularly LinkedIn.
- Experience in campaign planning, delivery and coordination.
- Excellent writing, editing and verbal communication skills.
- Strong organisational and project management skills, including managing timelines and budgets.
- Experience with social and digital tools like Sprout Social.
- Comfortable using AI tools and agents, including Copilot, ChatGPT and specialist social tools.
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint, highly adaptable to new ways of working, and a good understanding of basic cyber security and data protection responsibilities
- Fluency in English.

Desirable technical competencies

- Background in air quality, environment, health or sustainability communications.
- Comfortable editing video content and using Canva to develop compelling branded digital assets.

Essential behavioural competencies

- Collaborative: builds interpersonal connections, confidently exchanges ideas and learns from others.
- Dynamic: shows initiative and proactively comes up with proposals and ideas, contributes to open discussion and, demonstrates honesty, integrity and fairness in dealing with colleagues and others. The successful candidate will need to be

flexible, comfortable working in a fast-paced environment, and willing to pitch in with a variety of tasks when needed.

- Evidence-informed: aligns own work plans and priorities with the team, anticipates risks, identifies, and reduces bottlenecks or delays, and puts in effort to meeting goals and expected results.
- Communicates effectively: Communicates clearly – both in writing and verbally. Adjusts to different audiences and shared information effectively.
- Willingness to work out of core working hours on key launch events, if needed.

Desirable behavioural competencies

- Calm and resourceful under pressure, especially during high-profile or crisis events.
- Culturally aware and experienced working in diverse, global teams.

Further information

- This is a full-time position (37.5hrs) based from the London office, working from home can be facilitated for up to 50% of working hours.
- Due to our size, we will not be able to support visa applications.
- This post requires eligibility to work in the UK.