

Job Description – Senior Communications Officer, Breathe Cities

Job title	Senior Communications Officer, Breathe Cities	Location	Nairobi, Accra, Johannesburg, Addis Ababa, London
Department	Breathe Cities Clean Air Fund strategic communications team	Length of contract	Fixed Term contract until end of June 2029
Role type	Global	Reporting to	Line manager: Breathe Cities Global Communications Lead
Travel involved	Some travel will be involved	Direct reports	None. Works closely with media and digital agencies.

Role overview

We are seeking a talented and highly organised communications professional to play a central delivery role for Breathe Cities, supporting the initiative to grow its global visibility and influence as the leading model for urban air quality action.

This is a hands-on role at the heart of a fast-moving, multi-partner initiative – driving project management across Breathe Cities communications, overseeing digital communications, coordinating city-level communications requests, and supporting strong information flows to partners and funders.

You will be a sharp project manager, a clear communicator and feel confident in managing different vendors and agencies – able to balance pace with rigour, juggle competing priorities, and bring structure and momentum to a busy comms function. You will take editorial quality seriously and enjoy translating complex evidence into clear, compelling content.

About Breathe Cities

Breathe Cities is a global initiative supporting cities to clean the air and enhance public health.

Delivered by Bloomberg Philanthropies, Clean Air Fund and C40 Cities, the initiative offers cities tools to take ambitious clean air action by expanding access to data and raising public awareness. Launched in 2023 by Michael R. Bloomberg, the UN Secretary-General's Special Envoy on Climate Ambition and Solutions and founder of Bloomberg Philanthropies, and Sadiq Khan, Mayor of London and C40 Cities Co-Chair, Breathe Cities is accelerating action in 16 cities to improve the air 88 million people breathe.

To learn more, visit [Breathe Cities' website](#) or follow on [Instagram](#) and [LinkedIn](#).

About Clean Air Fund

Clean Air Fund is a global philanthropic organisation that brings together governments, campaigners, researchers, funders and businesses to create a world where everyone breathes clean air.

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

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development. Everyone who works with us shares our values - collaborative, dynamic and evidence-informed - and a commitment to our mission.

Job purpose

To play a central delivery and coordination role in the Breathe Cities communications team – supporting the project management of our comms programme, overseeing digital communications and our digital agency, coordinating city-level communications requests, and supporting strong reporting and information flows to partners and funders.

The postholder will work closely with the Global Communications Lead and across Breathe Cities partners to ensure consistent, high-quality communications delivery.

Key working relationships

Internally, the role will engage with:

- The Breathe Cities Global Communications Lead and wider Breathe Cities communications team
- The Breathe Cities Executive Director and leadership team
- The Clean Air Fund's Head of Strategic Communications and wider Clean Air Fund communications team
- Clean Air Fund's city engagement, technical and programme colleagues

Externally, primary contacts will include:

- Breathe Cities' digital and media agencies
- Communications and programmes teams at Bloomberg Philanthropies and C40 Cities
- City-level communications teams in participating cities
- Local delivery partners and grantees.

Role responsibilities

Project management (30%)

- Play a key project management role across the Breathe Cities communications function, maintaining the editorial calendar, tracking deliverables and keeping plans on time and on budget.
- Build and maintain clear workflows, trackers and processes that enable the team and partners to deliver at pace and to a high standard.
- Coordinate inputs, sign-offs and approvals across Clean Air Fund, C40 and Bloomberg Philanthropies for key communications products and moments.
- Support planning of major communications moments and activations, ensuring strong logistics, clear roles and joined-up delivery.
- Identify and flag risks, blockers and resource pressures early, and proactively problem solve.

City-level communications coordination (40%)

- Act as a central point of contact for city-level communications requests, triaging incoming asks and ensuring timely, joined-up responses.
- Coordinate with city teams and local agencies to support city-level communications activity, sharing toolkits, templates, key messages and brand guidance.
- Build strong working relationships with city-level teams to surface compelling local stories, drive regular collaboration and alignment with Breathe's global storytelling.
- Support city teams with quality assurance on shared materials, ensuring consistency with Breathe Cities messaging and brand.

Digital communications and agency management (20%)

- Oversee Breathe Cities' digital communications, ensuring channels (website, social media, newsletter) reflect a consistent narrative and high editorial standards.
- Manage the day-to-day relationship with the digital agency, setting clear briefs, overseeing delivery of digital content, providing feedback, and ensuring value for money.
- Use performance insight and analytics to refine content and channel approach, working with the agency to continuously improve reach, engagement and impact.
- Ensure brand consistency and quality control across all digital outputs, in line with the Breathe Cities brand toolkit.

Partner coordination, updates and reporting (10%)

- Support coordination with partners (Bloomberg Philanthropies, C40 Cities and other delivery partners), ensuring strong information flows, clear updates and timely responses to requests.
- Lead on the preparation of regular communications updates and reports for partners and funders, drawing on insights, metrics and case studies.
- Coordinate inputs across the team for partner meetings, briefings and reporting moments.
- Maintain shared trackers and reporting tools that give partners a clear, consistent view of communications activity, progress and impact.

Person Specification

Essential

- Communications experience across philanthropy, international NGO, public sector, or public interest communications.
- Demonstrable experience managing digital communications and/or working closely with digital agencies to deliver high-quality content across channels.
- Excellent project management skills, with a track record of keeping complex, multi-stakeholder workplans on track and delivering at pace.
- Strong coordination and stakeholder management skills, with experience working across complex partnerships and/or multi-country teams.
- Excellent writing and editing skills, with the ability to translate complex evidence into clear, compelling content for different audiences.
- Confident agency and supplier management, including setting briefs, providing feedback and ensuring value for money.
- Strong organisation, attention to detail and ability to juggle multiple priorities calmly under pressure.
- Sound judgement, discretion and a collaborative, solutions-focused approach.
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint, adaptable to new ways of working, and an excellent understanding of basic cyber security and data protection hygiene.

Desirable

- Experience working in or with city government, mayoral teams, or city-focused initiatives.
- Experience delivering communications across multiple regions/markets and/or multi-language environments.
- Familiarity with air pollution, urban planning, public health, climate, transport or related policy areas.
- Experience supporting funder reporting and partner engagement in a complex, multi-partner initiative.

Further information

- This is a full-time role, with some international travel.
- Home working can be agreed for up to 50% of the time.