



Head of Editorial

The role at a glance

The role	The Head of Editorial will collaborate with the Communications Director, Climate Champions Team colleagues, and partners to guide the strategic direction and content for our media and editorial work in support of the UN Climate Change High-Level Champions. The Head of Editorial will manage a small team of colleagues, and partner with 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
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>To apply, please submit your CV, cover letter, and two relevant writing samples via this form by 7 April 2025.</p> <p>Applications will be assessed on a rolling basis with virtual interviews taking place in April and May 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

Team leadership

- Collaborate with the Comms Director, Head of Digital and Head of Events, colleagues and partners to shape the Strategic Communications (StratComms) team's direction and calendar of deliverables.
- Manage, support and empower the small, dynamic Editorial Team, as well as relevant agencies and contractors, ensuring effective coordination and collaboration within the team and with colleagues and partners.
- 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 communications strategy for their area.



- 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.
- Adopt an agile, collaborative approach to support emerging priorities for the High-Level Champions, the Climate Champions Team and StratComms colleagues.

Editorial strategy

- Develop and oversee the execution of a compelling media and editorial strategy in support of the High-Level Champions and their campaigns and initiatives, including content such as newsletters, press releases, interviews, editorials, speeches, publication forewords and video scripts.
- Shape the narrative and messaging for the High-Level Champions, the Marrakech Partnership and key campaigns.
- Identify 'drumbeat moments' and major announcements to harness the Champions' strategy and narrative to land key messages at key moments to key audiences through speeches, social media content and media engagement.
- Support the team-wide speechwriting process for the High-Level Champions ensuring consistency of messaging and tone.

Media engagement

- Oversee global media engagement to secure coverage (profiles, editorials, interviews, etc) in major publications and channels internationally, forge strategic partnerships, and respond to incoming media enquiries.
- Liaise with climate networks to evolve a meta-narrative – in support of the Presidency – which helps to 'create the conditions' for international buy-in and a positive public discourse around COP Climate Summits.
- Identify and engage diverse leaders from business, civil society, regional and local government, plus Champions' campaigns and networks to complement and amplify the work of the High-Level Champions.
- Build relationships with the climate communications community and media partners to create 'surround sound' in the lead-up to and during COP that will focus on solutions and action.



About you

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

Role requirements

- 10+ years of progressively responsible experience in communications or journalism.
- Proven experience managing diverse teams and contractors, with strong leadership and people management skills.
- A deep understanding of the media landscape, with a proven ability to keep up-to-speed with the latest developments and trends.
- 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.
- 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](#).