



**Senior Communications Adviser: trade and climate**

### **About the Trade Justice Movement**

The Trade Justice Movement is a UK coalition of organisations advocating for trade justice, including trade unions, aid agencies, environment and human rights campaigns, Fair Trade organisations, and faith and consumer groups. TJM is supported by 60 member organisations with millions of individual members. Together, we call for trade justice, with the rules weighted to benefit people and planet.

TJM has led advocacy to ensure a wide range of political parties, parliamentary committees and journalists raise concerns about the UK's current provisions for democratic scrutiny of trade policy. We have played a central role in high-profile campaigns calling for change in the trade system: stopping some deals completely, critiquing specific provisions and proposing alternative approaches. We play an important role in supporting politicians, the media and other civil society organisations in developing their understanding of and ability to engage in trade debates.

Following the Brexit vote, international trade became one of the government's top priorities, and has received a huge amount of public and media interest. The UK has a unique opportunity to develop trade policy which helps lead the fight against climate change. However, the government's proposed trade deals risk undermining climate goals.

To date there is no clear strategy to ensure that trade deals are aligned with climate objectives. TJM has developed analysis and policy proposals that could allow this to happen. This role will help us to make the best use of these resources to ensure that they have a high profile in media debates and that civil society organisations are equipped to act on the issues.

## **About the role**

The Senior Communications Adviser's role is to raise the profile of TJM's work on trade and climate change:

- Develop a strategy and help TJM to build our reputation for strong expertise and analysis in trade and climate policy.
- Lead TJM's communications on trade and climate change with civil society, the media and online.
- Convene TJM's network of partner organisations and develop new relationships so that an increased number of organisations advocate in trade and climate policy in partnership with TJM.
- Support TJM's influencing work within key civil service departments including Cabinet Office, BEIS, DIT and Defra and with the aim of influencing the UK's approach to COP26 and beyond.

Working with a small team, you will need both a strong ability to develop innovative approaches in the areas identified, manage your time and work plan and to be proactive in developing networks. This is an exciting opportunity to make a big impact as the UK develops its independent trade policy and hosts COP26.

## **Role Description**

### **Trade and Climate Communications Strategy**

- Develop TJM's strategy for communications with the media and civil society organisations in this area, taking into account the political and media context and the need to achieve impact with minimal resources.

### **Development of External and Network Communications**

- Lead the delivery of TJM's communications with the media and civil society organisations on trade and climate change, including identifying key audiences and tailoring messaging to them.
- Build TJM's media profile and networks, including through regular press releases, developing opportunities to place opinion pieces, and increasing TJM's social media presence.
- Establish effective, regular communications with member and partner organisations.
- Maintain TJM's web content on this issue.

### **Convening Civil Society Organisations**

- Provide opportunities for civil society organisations to collaborate and advocate in this area, including through regular meetings, joint letters and engagement with civil service departments.
- Organise a number of seminars and briefing meetings for TJM members to build civil society capacity on trade and climate change.
- Work with the Senior Adviser to engage with existing climate change forums.

### **Institutional Engagement**

- Develop and maintain relationships with key UK civil service departments including Cabinet Office, BEIS, DIT and Defra.

- Where appropriate, identify and engage with other international institutions, this might include the WTO, the UN or the OECD.
- Work with other team members to respond to opportunities to engage including consultation responses, meetings and online forums.
- Track preparations for COP26 and highlight opportunities to influence the process, as well as the UK's broader trade and climate policies.

### **Monitoring and Evaluation**

- Establish and maintain good monitoring systems against project aims.

## Job details:

|                              |   |
|------------------------------|---|
| <b>Location:</b>             | London or home-based  |
| <b>Salary:</b>               | £38,445 per annum   |
| <b>Contract type:</b>        | Permanent   |
| <b>Hours of work:</b>        | Full time - flexible working can be discussed with the line manager |
| <b>This role reports to:</b> | TJM Senior Adviser  |

**Staff reporting to this post:** None

## Key competencies

### Essential

- Good knowledge of international trade rules, climate policy or of an equivalent macroeconomic or environmental issue.
- Experience of the management and delivery of effective external communications at a senior level.
- A demonstrated ability to develop and maintain networks and relationships.
- A demonstrated ability to influence across a diversity of organisations, journalists and civil service departments at a senior level.
- Excellent analytical skills and political awareness.
- Excellent written and verbal communication skills.
- Demonstrable project management skills, including budget management.
- Strong ability to work independently, with minimal supervision, initiating own work, prioritizing and meeting deadlines.

### Desirable

- Ability to travel occasionally and work outside normal working hours when necessary

## How to Apply

Applications should be sent by email to Ruth Bergan at [recruitment@tjm.org.uk](mailto:recruitment@tjm.org.uk).

The closing date for applications is **9am Monday 8th February 2021**.

Interviews will be held on **16th February by Zoom**, and candidates should keep this day free. We aim to invite candidates to interview by close of play **9th February**.

Your application should consist of:

- A CV of **not more than 2 pages**, including educational and professional qualifications, a full employment history showing the most significant positions, responsibilities held and relevant achievements.

- A cover letter **of not more than 2 pages** outlining your motivation and interest in this role, and describing how your skills, experience and knowledge make you qualified for this role. Please ensure you address the key competencies outlined above.
- A completed equal opportunities form (below).

**Please note that applications that are longer than the page limit above will not be considered.**

## Equal Opportunities Monitoring Form

The Trade Justice Movement wants to meet the aims and commitments set out in its equal opportunities policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

The information you provide will stay confidential and be stored securely and limited to only some staff involved in staff recruitment and management.

### Gender

Male    Female    Prefer not to say

### Are you married or in a civil partnership?

Yes    No    Prefer not to say

### Age

16-24                  25-29                  30-34                  35-39                  40-44                  45-49  
50-54  
55-59                  60-64                  65+                  Prefer not to say

### How would you describe your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### **White**

English                  Welsh    Scottish    Northern Irish    Irish

British    Gypsy or Irish Traveller    Prefer not to say

Any other white background, please write in:

#### **Mixed/multiple ethnic groups**

White and Black Caribbean                  White and Black African                  White and Asian  
Prefer not to say    Any other mixed background, please write in:

#### **Asian/Asian British**

Indian                  Pakistani    Bangladeshi                  Chinese    Prefer not to say

Any other Asian background, please write in:

**Black/ African/ Caribbean/ Black British**

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

**Other ethnic group**

Arab Prefer not to say Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No Prefer not to say

Do you require particular arrangements to ensure you can perform to the best of your ability at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual Gay woman/lesbian Gay man Bisexual

Prefer not to say If other, please write in:

**What is your religion or belief?**

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in:

**What is your flexible working arrangement?**

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)      Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say