



JOB DESCRIPTION

Role: Communications Lead/ Project Manager

Duration: 6-12 Months FTC (TBC)

Department: Futerra Solutions Union

Reports into: Senior Partnerships Director

Location: Hybrid – Futerra Solutions Union London

ABOUT US

The Futerra Solutions Union is an independent non-profit, registered as a charity in the UK and 501c3 in the USA. The Futerra Solutions Union collaborates with creatives, novelists, filmmakers, artists, writers, semioticians, academics, advertisers, storytellers and funders. We use the power of culture and public education campaigns to accelerate the transition to a low-carbon and socially-just future.

ABOUT THE ROLE

We're looking for a Communications Lead/ Project Manager to work within the Futerra Solutions Union team. We are a small core team, and bring in specialist support for specific projects.

The role is primarily across two flagship projects but not limited to: launching the Green Jobs Guild and amplifying Futerra Solution Union's Client Disclosure Reporting initiative. For the Green Jobs Guild the project aims to showcase individuals working in "Green Jobs" with the goals of celebrating them, and increasing the pool of spokespeople available to speak on climate issues in the media. This will involve activities such as: communications planning, end to end delivery of the project, coordinating a small team within Futerra Solutions Union and external practitioners to deliver a campaign, engaging with external stakeholders, PR and media agencies, liaising with members of the public.

The Client Disclosure Reporting Initiative is an easy-to-use reporting method that helps professional service businesses understand and share their revenue breakdown by industry. Futerra Solutions Union is moving into an amplification phase to increase awareness and take up of this reporting. Working on this will involve developing and managing an ongoing communications strategy, developing messaging and assets for channels such as LinkedIn, website, CRM emails and attending events in London and Europe. The ideal candidate will be a proactive, results-oriented professional who can effectively manage a communications strategy as well as an overall project. This person needs to have a view of the whole picture whilst having a keen eye on the details. This role requires a blend of strategic thinking, hands-on execution, and strong relationship-building skills.

Other parts of role may include: day to day admin and diary management, preparing materials for stakeholder meetings, call minutes and updates, drafting reports, planning the team's time using our project management system.

Key responsibilities

- **Project management:**
 - Ability to manage multiple workstreams and deliver projects on a defined timeline.
 - Ensure project deadlines and budgets are adhered to
 - Maintain accurate records of meetings, decisions and next actions, ensuring these are followed through.

- **Owned and earned media management:**
 - Proven experience in developing and managing communication channels, including website content and updates, campaigns, email marketing, and social media.
 - Identify and coordinate speaking opportunities at relevant events.
- **Campaign execution:**
 - Experience in developing and executing communication strategies, including audience targeting and messaging.
 - Implement and optimise a LinkedIn ad campaign targeting professional service providers (PSPs).
 - Work with a creative lead to develop communication journeys and clear calls to action (CTAs) for different audience segments, from existing users to large PSP firms.
- **Stakeholder engagement:**
 - Strong background in building and maintaining relationships with stakeholders and partners.
- **Knowledge of the climate/sustainability sector:**
 - Familiarity with the climate and sustainability landscape

Who you are

- **Strategic communicator:** You can translate sustainability and business challenges into compelling communications strategies.
- **Client-focused:** You're comfortable being client-facing and being part of the conversation
- **Experienced in managing campaigns:** Experience of managing sustainability or cause campaigns and an interest in the current social and environmental issues landscape.
- **Attention to detail:** You have a nose for detail as well as the ability to see the bigger picture.
- **Passionate about sustainability:** You are knowledgeable about environmental and social issues and committed to driving meaningful impact.
- **Collaborative & inclusive:** You thrive in diverse teams, value inclusion, and integrate DEI principles: equity, representation, respect, and belonging into how you think and work at Futerra Solutions Union.

Requirements

- 5+ years' experience in sustainability communications ideally within a charity, consultancy or agency environment.
- Excellent written, verbal, and visual communication skills.
- Strong relationship building and stakeholder management skills.
- Experience in managing complex sustainability related projects
- Confidence working in a fast-paced, hybrid environment.

What's in it for you

- Competitive salary: £40k - £50k (adjustable based on experience)
- Hybrid work setup: being able to attend our London office is a bonus
- Comprehensive benefits and wellbeing support
- This fixed-term role offers practical experience and opportunities to develop your skills in a growing independent non-profit, with a collaborative work environment
- Chance to work on high-impact, global sustainability initiatives

<https://www.futerrasolutionsunion.org/>