



Policy Communications Manager (Investor Agenda)

Asia Investor Group on Climate Change

Location: Hong Kong or Tokyo preferable
Employment: 12-month, part-time contract (0.5FTE or 20 hours a week)
Start date: Immediate start
Remuneration: Negotiable and subject to experience
Applications: Send expression of interest and resume to info@aigcc.net

Organisation

The Asia Investor Group on Climate Change (AIGCC) is an initiative to create awareness and encourage action among Asia's asset owners and financial institutions about the risks and opportunities associated with climate change and low carbon investing. AIGCC provides capacity for investors to share best practice and to collaborate on investment activity, credit analysis, risk management, engagement and policy.

With a strong international profile and significant network, including pension, sovereign wealth funds, insurance companies and fund managers, AIGCC represents the Asian investor perspective in the evolving global discussions on climate change and the transition to a greener and low carbon economy.

We collaborate with similar investor organisations on climate change in Australia/New Zealand (the Investor Group on Climate Change), Europe (the Institutional Investors Group on Climate Change), North America (Ceres) and internationally (PRI, CDP, UNEP Financial Initiative) through the [Investor Agenda](#).

Role description & responsibilities

Hosted by AIGCC, the position is responsible for supporting and implementing the communications needs of the Investor Agenda's policy advocacy program. It will also involve member and stakeholder engagement and management, including with investors, media, communications and policy staff of Investor Agenda partner organisations, among others.

This is a part-time contract position for 12 months (0.5FTE or 20 hours a week), based ideally in Hong Kong or Tokyo, but with an option of other major Asian cities for the right candidate. The role reports to the AIGCC Director, Strategic Communications, who is based in Sydney, and the Investor Agenda Policy Communications Working Group and Policy Working Group. Due to the global nature of The Investor Agenda's work, flexibility will be required on core working hours.

The Policy Communications Manager will:

- Help coordinate and consolidate feedback across partner organisations and investors, in the development of Investor Agenda policy and advocacy publications and activities.
- Where necessary, and on direction from a Communications Working Group lead, identify media contacts across important global markets.
- Coordinate the communications for the Investor Agenda's policy and advocacy plans with the Communications Working Group for the COP26 summit, lead-up and reaction post the meeting.
- Support the Communications Working Group in the development of policy-related communications content.
- Coordinate communications for the Investor Agenda's policy and advocacy plans for other significant international moments, for example, the COP27 summit (Africa), international positioning and response to the outcomes of the US election and G20 meetings.
- Take a lead role in planning, coordination and delivery of Investor Agenda events (e.g. at COP26).
- Provide strategic advice on messaging strategy and development for Investor Agenda policy and advocacy activities outside Country Program Group countries (e.g. opeds, statements in key markets important to global policy outcomes).
- Develop social media messaging for Investor Agenda partner organisations to support policy and advocacy activities.
- Manage communications between the Investor Agenda Policy Working Group and Communications Working Group.
- Provide strategic communications assistance and content creation support to Country Working Groups, in order to help them project international investor voices into these markets and assist Country Working Groups project their work into other markets as appropriate.

Skills and qualifications

- Minimum of five years experience in journalism, advocacy or business writing, strategic communications or marketing.

- Strong coordination, planning and project management skills.
- Excellent communications, research, fact-checking, messaging development, writing and editing skills.
- Experience in writing for an advocacy, investor, and news audiences.
- Experience working on global advocacy campaigns.
- Strong understanding of digital media landscape and experience in website and social media marketing.
- Successful record of managing multiple writing projects and the ability to work quickly and thrive in a fast-paced environment.
- Ability to work proactively, both independently and collaboratively with a team.
- Strong written and verbal English is a must. Additional fluency in Asian languages is an advantage.

How to apply

AIGCC currently operates across the Asia region as a project of the Investor Group on Climate Change (Australia/New Zealand), which is headquartered in Sydney, Australia. We encourage all applicants to review the AIGCC and IGCC websites to familiarise themselves with the organisations before applying. To apply for this position, please submit a cover letter and resume to info@aigcc.net. In your cover letter please include the location where you would prefer to be based.

AIGCC is an Equal Opportunity Employer and will not discriminate against any individual based on race, colour, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.