



**TITLE:** Senior Associate, Communications  
**REPORTS TO:** Communications Director  
**DEPARTMENT:** Communications Department  
**CLASSIFICATION:** Permanent, Full-Time

#### **OVERVIEW:**

A resilient, net zero and economically secure world is not possible without a healthy, regenerating ocean. The Ocean, one of the planet's greatest assets, is in crisis. Heating, leading to extreme weather events, sea level rise, and adverse ecosystem changes as well as pollution, overfishing and destructive fishing, rising levels of acidity and biodiversity loss all jeopardise its health. Rebuilding and restoring 'blue nature' means protecting the critical impact buffers and biodiversity reservoirs that provide food, social and economic security to billions of people and businesses across the world.

Immediate and scaled action is needed to build resilience to change. The Ocean Risk and Resilience Action Alliance (ORRAA) is the only not-for profit multi-sector collaboration connecting the international finance and insurance sectors, governments, civil society, and stakeholders from the Global South to pioneer finance products that incentivise investment into coastal and ocean Nature-based Solutions (NBS). Our goal, by 2030, is to activate at least USD\$500million of investment into this space, and in so doing, help build the resilience of at least 250 million climate vulnerable coastal people.

The heart of ORRAA's mission is focused on building the resilience and adaptive capacity of marine and coastal ecosystems and the coastal communities around the world that rely on them. We do this by driving investment into ocean and coastal NBS, as well as through the mitigation of risk multipliers like overfishing and pollution. These solutions will enable the Ocean and the communities which depend on it to thrive, creating greater economic security as well as social and cultural resilience for climate vulnerable coastal communities.

#### **JOB SUMMARY:**

ORRAA is expanding and we have an exciting opportunity for an experienced Senior Associate to support the Communications team.

Reporting to the Communications Director, and collaborating with cross-functional teams, industry experts and stakeholders, your responsibilities will focus on content creation for digital marketing channels including social media, website and email, as well as supporting with project and member communications and engagement initiatives.

You will accomplish this by supporting the development, coordination and implementation of integrated messaging and communication strategies that promote ORRAA's goals and brand, as well as by supporting the day-to-day activities of the Communications team with activities including writing, editing and producing presentations, talking points and newsletters; conducting research to gather insights that inform messaging and content strategies; analysing metrics and providing reports on the performance of communications activities; identifying opportunities to optimise messaging and engagement.

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## Investing in coastal communities and the Ocean

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### **RESPONSIBILITIES:**

- Work closely and collaboratively with ORRAA Programme and External Affairs colleagues to develop, implement, and coordinate communication strategies and plans for the full range of key activities.
- Assist in the conceptualisation, development and preparation of high-level strategic materials for ORRAA activities, including publications, fact sheets, project summaries and other communication materials for organisational activities, events, conferences.
- Assist in the development of content for the annual action report, newsletters/bulletins, reports and other materials, working closely with the Programme and External Affairs teams.
- Ensure coordination across social media channels and communications assets.
- Content collateral creation and delivery, including with third parties.
- Assist in the development, proof-reading and editing of presentation materials, blogs and reports as needed.
- Managing media engagement, pro-active and reactive. Efforts could include drafting, editing, and placing opinion pieces.
- Keeping ORRAA images and video libraries updated.
- Assisting with other communications and marketing activities as needed.

### **REQUIRED & PREFERRED SKILLS**

The successful candidate will excel in the following areas:

- Education to degree level.
- At least 2-5 years of communication support, campaign communications, marketing, journalism, public relations experience, or equivalent.
- Ocean/climate background preferred.
- Outstanding organisational skills.
- Fluent in verbal and written English.
- Excellent writing, editing and verbal communication skills adaptable to a variety of audiences.
- Proficient in use of social media platforms and familiar with WordPress/CMS platforms
- Basic graphic design skills and experience.
- Familiarity with communications analytics and reporting.
- Interpersonal and project management skills.
- Practical problem-solving skills to help sort out situations quickly and effectively.
- Flexibility and willingness to multi-task and help others.
- A team-player with ability to work both independently as well as cooperatively with stakeholders across multiple time zones.
- Highly organised and mission driven.
- Ability to meet deadlines and occasionally work under pressure for urgent and unexpected conservation priorities.

## WORK ENVIRONMENT

- Competitive salary.
- This position is a full-time salaried staff position.
- Our work is global, fully remote, and conducted virtually. We each work flexible hours to accommodate multiple time zones, although easy access to London is preferred for weekly in person meetings.
- We may arrange additional in-person meetings at various locations through the year.
- International travel will be expected as needed and as safety allows.
- End of year team time-off, in addition to holiday allowance
- One-time home office allowance

## CANDIDATE APPLICATIONS:

Please send an email to [HR@OceanRiskAlliance.org](mailto:HR@OceanRiskAlliance.org), with the title of the position in the subject line.

Applications should include a CV/resume, a cover letter outlining how your skills and experience will benefit ORRAA, and your salary expectations. Applications will be assessed on a rolling basis. Only short-listed candidates will be contacted. The successful candidate must be authorised to work in their country of residence.

## DATA PRIVACY:

Please note that any personal data submitted to ORRAA as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation, for more information regarding GDPR please see: <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

## EQUAL OPPORTUNITY EMPLOYER:

Entry into employment with the ORRAA and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

No terminology in the advert or job description is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the job.