



TITLE: Associate, Communications
REPORTS TO: Manager, Communications
DEPARTMENT: Communications
CLASSIFICATION: Permanent, Full-Time

ORGANISATIONAL 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 multi-sector collaboration connecting the finance and insurance sectors, governments, multilateral organisations, civil society, and local partners, to pioneer finance and insurance products that incentivise investment into coastal and ocean resilience, and through Nature-based Solutions.

The mission, by 2030, is to activate at least USD\$500 million of investment to build the resilience of 250 million climate vulnerable coastal people in the Global South. ORRAA is delivering system-wide change by growing an investable product pipeline and generating the transformative investment instruments, vehicles and policies that contribute to a regenerative and sustainable blue economy. These solutions enable coastal communities and the Ocean to adapt and thrive, creating greater economic, social and cultural resilience.

JOB SUMMARY:

We are seeking a proactive and detail-oriented Communications Associate to support ORRAA's external communications efforts. Reporting to the Communications Manager, you will work closely with the wider team, assisting in delivering effective and engaging communications across digital channels, including social media, the ORRAA website and newsletter.

The successful candidate will also help coordinate media outreach, organise and manage our digital assets, support the production of key publications and reports, and contribute to maintaining ORRAA's presence across platforms.

RESPONSIBILITIES:

- Work closely and collaboratively with the ORRAA team on all aspects of external communications.
- Assist in executing the ORRAA social media strategy, including content creation, post scheduling, approvals, and performance tracking across platforms. Support day-to-day social monitoring and engagement as needed.
- Assist in updating and maintaining the ORRAA website, ensuring information is accurate, timely, and aligned with brand guidelines.

- Contribute to the production of the quarterly newsletter, selecting images, managing the distribution list, and coordinating the final send-out.
- Organise and manage photo and video assets, including downloading, labelling, and maintaining a structured digital archive.
- Support the development of internal and external reports, factsheets and publications including the overview deck, action report, and other materials as needed.
- Assist with media outreach where required, including media monitoring, preparing briefing materials and coordinating interviews.

REQUIRED AND PREFERRED SKILLS:

The successful candidate will excel in the following areas:

- University degree, preferably in communications, marketing, public relations, or other relevant discipline.
- At least 2-5 years' experience in communication support, campaign communications, marketing, journalism, public relations experience, or equivalent.
- Ocean/climate background preferred.
- Fluent in verbal and written English.
- Excellent writing, editing and verbal communications skills adaptable to a variety of audiences.
- Proficient in use of social media platforms and familiar with WordPress/CMS platforms
- Flexibility and willingness to multi-task and help others.
- Highly organised and mission driven.
- A team-player with ability to work both independently as well as cooperatively with stakeholders across multiple time zones.
- Ability to meet deadlines and occasionally work under pressure for urgent and unexpected priorities.
- A good sense of humor and willingness to engage and align on ORRAA's organisational culture.

SALARY TRANSPARENCY:

The salary range for this position is USD \$40,000 - \$55,000 per year.

WORK ENVIRONMENT:

- Competitive compensation.
- This position is a full-time role.
- Our work is global, fully remote, and conducted virtually. We each work flexible hours to accommodate multiple time zones. Preference for this position to be located in London, UK.
- We may arrange additional in-person meetings at various locations through the year.
- Very occasional international travel may be expected as needed and as safety allows.
- The ORRAA team takes a break at the end of each calendar year between Christmas and New Year's Day.

CANDIDATE APPLICATIONS:

Applications should include a CV/resume, a cover letter outlining how your skills and experience will benefit ORRAA, and your salary expectations [at this link](#). **Your CV/resume and cover letter should be uploaded as one document.** 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. Work visas and relocation expenses are not available for this position.

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.