



Organisation Description

About FILE:

Founded in 2018, the Stichting Foundation for International Law for the Environment (FILE) is the major philanthropic initiative working to tackle climate change by scaling up environmental legal action globally.

Driven by the urgent global transition to a net zero society, FILE funds world-leading global partners to deliver pioneering legal actions and emblematic precedent-setting cases with the aim of keeping global warming below 1.5 degrees. Our grant portfolio includes workstreams that cut across the natural systems including: Just Energy Transition; Land Use; Sustainable Finance; Future of Environmental Law; and Nature.

FILE supports the development of a strong, diverse, and empowered ecosystem of partners, enabling the co-development of strategy to collectively make a meaningful impact on climate change and the protection of biodiversity. We seek to grow the field, while increasing diversity, and facilitate successful legal outcomes through access to key research, capacity building, knowledge sharing, strategic communications and campaign alignment and learning. FILE aims to prioritise the promotion of our partners work rather than our own organisational brand.

The Position

Job Title: Senior Manager, Strategic Communications

Reports to: Director, Strategic Communications, Impact and Field Building

Location: Homebased/ London (Regular presence in the London office required, when Covid restrictions allow)

Salary: Highly competitive

About the role:

The Senior Manager, Strategic Communications role is a new position at FILE that will work collaboratively with FILE staff and external partners to ensure key messages reach intended audiences with maximum impact. The role will enable the stories and narratives of climate legal action to create an impact beyond the legal outcomes. Working internally with colleagues, you will develop and implement FILE's strategic communications strategy, building key partnerships with journalists and communication organisations, and support and advise grantees with their communications activities. The role will achieve clear, targeted and impactful communications and campaigns on behalf of FILE and our many global grantees.

You will be recognised as a leading strategic communications expert, with an excellent network to draw on, and a proven ability to develop innovative communications and campaign plans. You will be responsible for developing a strategic communications portfolio, ensuring this is designed to support and amplify the sectoral legal strategies.

Key responsibilities:

- **Strategy Development** – Under the guidance of the Director, Strategic Communications, Impact & Field Building, develop and implement a strategic communications strategy for FILE, ensuring alignment with FILE’s mission and principles and our developing sectoral strategies and growth plans. The strategy will map, engage with and track our communications with stakeholders and use metrics to measure impact.
- **Portfolio Management** – Working in partnership with FILE’s grant management team, identify potential grantees for FILE to deliver key aspects of FILE’s strategy, support due diligence of their ability to deliver and lead on the development of compelling storytelling and communication initiatives in line with our strategy. Assist with the selection of projects, shape activity and resources and support ongoing schemes.
- **Sharing Expertise** – Work closely with colleagues to identify and provide communications support for grantees where it is needed, liaising with key external stakeholders and experts. Provide advice and assistance to grantees, where needed, in developing their communications approaches and resourcing requirements. Share best practice, produce guidance material and hold workshops and similar events to enhance the knowledge and skills of FILE grantees.
- **Team collaboration** – Work with FILE’s Head of Learning & Impact to communicate stories of change to key audiences. Support the Head of Donor Relationships & Partnerships in producing compelling communications for FILE’s current and prospective donors. Support our Executive Team in the production of corporate documents, such as reports to our Board, annual statutory reports etc., and advise on reputational risks and crises communications, if needed.
- **Journalist liaison** – Develop and maintain relationships with key trusted journalists to amplify the messages of partners, helping them to disseminate core messages to a wide audience.
- **Brand Management and Communications Risk Management** – Lead the development and implementation of FILE’s public persona and communications (our website and public presence) with external agency support as needed, manage communications risks and ensure preventative and responsive risk management.

The Talented Individual

The successful candidate will be an accomplished, seasoned strategic communications expert with significant experience working on climate change, excellent networks, and the ability to develop and deliver an innovative and impactful strategies.

Key characteristics will include:

- Significant expertise in the communications field, including with building and executing strategic plans in response to the vision, mission and business plan of an organisation.



- Proven track record of successfully making the case for an issue or idea, involving a wide range of tools from public campaigning to stakeholder influence, digital strategies, press and PR.
- Exceptional communication skills with demonstrable ability to produce published outputs to the highest written standards.
- Strong organisational and project management skills with an eye for detail and accuracy.
- Budget holding experience.
- Track record of innovation, challenging existing processes and ways of working with creative ideas.
- Strong interpersonal skills with the ability to develop relationships with staff at all levels and positively support others with their communications activity.
- Proven ability to influence a wide range of stakeholders and a successful track record of working collaboratively with internal colleagues and external partners.
- Good understanding of, and experience of working in, the global NGO and philanthropy sectors.
- Demonstrable knowledge of global environmental issues, in particular climate change, and an affinity with FILE's mission and principles.
- Experience of commissioning and managing contractors and consultants.

Applications

Please send us your CV and covering letter explaining your interest in joining FILE and the contribution that you think you could make to the Foundation's overall mission in this space. Please clearly identify the role that you are applying for in the email title. All applications should be sent to careers@filefoundation.org.

Diversity and Inclusion

FILE is committed to challenging inequality, valuing diversity in all areas of life. We firmly believe that we are strengthened by the diversity of our staff. We actively work to ensure an inclusive culture where colleagues feel welcomed and supported to succeed and thrive. FILE strongly encourages applications from people of all cultures, backgrounds and experiences, particularly those from under-represented or historically disadvantaged communities.