



## Job Description:

# Communications Assistant

**Location:** London, UK. Regular weekly co-working in London expected for UK employees (one day per week).

**Reports to:** Communications Lead

**Direct reports:** None

**Hours per week:** Full time, with occasional flexibility required for international calls/events

**Type of contract:** Permanent

**Salary:** Competitive, depending on experience

**Deadline:** Rolling

### Role Summary

We are seeking a Communications Assistant to support our global communications programme, helping raise our profile and effectively engage with members and industry stakeholders. This is an important position within ResponsibleSteel and is a great opportunity to work in a rapidly growing organisation that is already playing a key strategic role in steel decarbonisation and driving up social and environmental practices.

The role will suit an individual with solid organisational and communications skills who is committed to driving equitable solutions to climate change within heavy industry, and keen to engage with multiple stakeholders across a global context. The position offers international exposure and opportunities for growth.

### About ResponsibleSteel

ResponsibleSteel is a not-for-profit multi-stakeholder membership organisation founded to bring together industry along the steel value chain, civil society and other experts to maximise steel's contribution to a sustainable future.

Through the collaborative development of our international standard, we have built a consensus on what sustainability looks like for steel – including the impacts of mining, production, the scrap metal supply chain, greenhouse gas emissions, water use, workers' rights, human rights, and biodiversity.

Steel sites producing over 130 million tonnes of steel and employing over 230,000 workers are already certified against our Standard, with a large pipeline of sites across the world preparing for audit. We currently have over 160 members from across the steel industry.

## Our values

At ResponsibleSteel we work in a way that is underpinned by our common values:

- **Respect:** Working together to deliver impact with passion and mutual trust, valuing our time and allowing ourselves the space to reflect, rest and recharge.
- **Integrity:** Saying what we do and do what we say, taking responsibility for our own actions even when no one is looking, learning and growing as we go.
- **Transparency:** Communicating clearly, honestly and openly in a timely manner in all we do
- **Collaboration:** Engaging with those affected, listening to understand, and co-creating bold strategies to deliver greater impact.

## Role Responsibilities

The Communications Assistant will support the day-to-day delivery of ResponsibleSteel's communications programme. Responsibilities include creating content for ResponsibleSteel's website and social media channels, managing ResponsibleSteel's social media calendar and monitoring analytics, delivering ResponsibleSteel's monthly newsletter, supporting coordination of major announcements and events, and supporting membership communications.

The position will report to ResponsibleSteel's Communications Lead and will also work closely with the Stakeholder Engagement Lead and Head of Membership and Communications to help develop member and stakeholder engagement and communication strategies. ResponsibleSteel promotes team working, and the successful applicant will be expected to contribute across the organisation and not just in their core area of expertise.

Please keep in mind that while we currently work remotely most of the time, the applicant will be required to work in our London office space (currently in Camden) once a week. We also hold in person strategy and training sessions 3-4 times per year, usually in the UK.

### Responsibilities

- Drafting long- and short-form content for ResponsibleSteel's website and social media channels

- Designing assets using Adobe Express for social media and wider communications
- Managing the ResponsibleSteel social media calendar ensuring regular content, and monitoring social media analytics to drive improvement
- Supporting other monitoring including website analytics and media monitoring
- Drafting and distributing ResponsibleSteel's monthly newsletter using Mailchimp, and supporting other email communications with members and stakeholders as necessary
- Communicating with members and coordinating announcements including new member and new certification announcements
- Maintaining mailing lists and the ResponsibleSteel membership/stakeholder CRM
- Sourcing and coordinating member blogs for the ResponsibleSteel website
- Supporting the development of engagement and communications strategies
- Supporting the coordination and delivery of ResponsibleSteel webinars and events
- Managing ResponsibleSteel's events calendar and liaising with external organisations to coordinate speaking opportunities for senior leaders

## **Qualifications, Experience and Skills**

### **Experience**

- Undergraduate degree (or equivalent)
- A minimum of 1-2 years of relevant experience in a similar communications, marketing or engagement role
- Experience preparing engaging and effective written communications (website copy, reports, newsletters or similar)
- Experience managing and creating communications content for social media channels (especially LinkedIn)

### **Competencies & skills**

- Exceptional organisational skills to manage multiple priorities and tasks.
- Excellent written and verbal communication skills in English.
- Experience working with Adobe Express or Canva.
- Experience working with Mailchimp or similar email marketing platform.
- Ability to organise virtual and in-person meetings, workshops, etc.
- Excellent interpersonal skills with the ability to interact culturally and diplomatically with diverse internal and external stakeholders.
- Proficiency in MS Office and readiness to learn cloud-based tools for international team collaboration, surveys etc.
- Ability to work both independently and collaboratively within a small, mission-driven team.
- Energetic and personable, able to work efficiently within a (mainly) virtual team, and to adapt to a varied workload.

### **Desirable**

- Website CMS experience (WordPress, Webflow)

- Videography experience
- Monitoring and analytics experience

## **To Apply**

Please submit your expressions of interest via [this form](#). Please note that you must have authorisation to work in the United Kingdom.

## **Benefits**

Benefits and compensation vary per region and are competitive with local prevailing employment practices.

Regardless of location, ResponsibleSteel Secretariat members receive generous holiday allowance, a flexible approach to working hours and location, equipment stipends to ensure they are well-equipped wherever they may be working, and paid sickness and emergency leave.

## **Hiring Statement**

ResponsibleSteel is committed to building a diverse and inclusive team. We are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic and rewarding and enables each of us to realise our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, colour, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.