



Job Description:

Senior Communications Officer (Remote, UK preferred)

Location: Remote. UK-based candidates preferred, as regular weekly co-working in our London office is expected (one day per week). Candidates based outside the UK may be considered where the role can be delivered effectively without regular in-person attendance.

Reports to: Head of Membership and Communications

Direct reports: Communications Assistant

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

Type of contract: Permanent

Salary range: £45k-£50k, depending on experience

Job level: 4/8 (see below)

Deadline: Rolling

Role Summary

We are seeking a Senior Communications Officer to support the delivery of ResponsibleSteel's global communications programme, helping to strengthen our profile and support effective engagement with members, policymakers, and industry stakeholders. This is a hands-on role within ResponsibleSteel, offering the opportunity to contribute to a rapidly growing organisation that is already delivering real impact on steel decarbonisation and advancing social and environmental standards across the sector.

The role will suit a communications professional with solid delivery experience, strong writing and organisational skills, and an interest in supporting equitable climate solutions within heavy industry, comfortable operating across complex, global stakeholder environments. The position offers international exposure, day-to-day ownership of

communications delivery, and the opportunity to help bring the public narrative around responsible steel production to life.

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 140 million tonnes of steel and employing over 270,000 workers are already certified against our Standard, with a large pipeline of sites across the world preparing for audit. We currently have over 150 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 Senior Communications Officer will support the delivery of ResponsibleSteel's communications programme, helping to strengthen the organisation's profile and support effective engagement with members and stakeholders. The role covers day-to-day delivery across media, social media and ResponsibleSteel's website, coordinates content planning, and supports communications activity around major announcements and events.

The Senior Communications Officer will support and guide the Communications Assistant, providing day-to-day direction on communications activity. Working closely with the Stakeholder Engagement Lead and Head of Membership and Communications, the role will help inform member and stakeholder communications and contribute collaboratively across the organisation.

Please keep in mind that while we currently work remotely most of the time, UK-based applicants will be expected to work from our London office space on a regular basis, usually once a week for staff within commuting distance of London, or through agreed periodic visits to the office for those based further away. We also hold in-person strategy and training sessions 3–4 times per year, usually in the UK but occasionally elsewhere.

Responsibilities

- Developing and delivering long- and short-form content across ResponsibleSteel's website, media and social media channels, ensuring consistency with organisational strategy, positioning and messaging.
- Contributing to engagement and communications planning, working collaboratively across the organisation.
- Coordinating communications around major organisational announcements, including certifications, new members, report publications, and other milestones.
- Supporting media engagement, including building relationships with journalists, drafting press releases, coordinating interviews, and briefing spokespeople.
- Coordinating the design and quality of digital assets for social media and wider communications, providing guidance to the Communications Assistant.
- Managing ResponsibleSteel's social media calendar and day-to-day output, using insights and analytics to inform improvements.
- Managing ResponsibleSteel's website, ensuring it is kept up to date and fit for purpose, and coordinating the website's editorial calendar.
- Monitoring and reporting on communications performance, including social media metrics, website analytics and media monitoring, to inform decision-making.
- Producing and distributing ResponsibleSteel's monthly newsletter and supporting other email communications with members and stakeholders.
- Providing communications support for ResponsibleSteel webinars and events, including planning, promotion and follow-up activities.
- Supporting and guiding the Communications Assistant, helping set clear priorities and supporting their professional development.

Qualifications, Experience and Skills

Experience

- Undergraduate degree (or equivalent), preferably in communications, marketing, environmental studies, or a relevant industry-related field.
- At least 5 years' relevant experience in a communications or marketing role, ideally within a global or multi-stakeholder organisation.
- Experience supporting communications delivery for an international organisation.
- Experience managing organisational communications across a range of channels, including media, social media, websites and email communications.

- Experience helping to develop narratives or positioning for complex or technical topics.
- Experience engaging with journalists and supporting media coverage.
- Experience supporting the delivery of communications for events, webinars and public engagements.
- Comfortable engaging with senior stakeholders, including executives and external partners.

Competencies & skills

- Outstanding written and verbal communication skills in English, with strong attention to detail.
- Excellent organisational skills, with the ability to manage multiple priorities and deadlines in a fast-paced environment.
- Excellent interpersonal skills, with the ability to work diplomatically and effectively across cultures and with a range of internal and external stakeholders.
- Good monitoring, evaluation and analytics skills, including the ability to interpret data and apply insights to improve communications performance.
- Experience using Adobe Creative Cloud (or equivalent design tools).
- Experience working with website content management systems (CMS).
- Experience using Mailchimp or similar email marketing platforms.
- Experience working with a CRM system (preferably Monday.com or similar).
- Proficiency in Microsoft Office.
- Ability to work independently while contributing effectively as part of a small, mission-driven and collaborative team.
- Energetic, adaptable and personable, with the ability to manage a varied workload in a predominantly remote working environment.

Desirable

- Experience communicating on industry, particularly steel, or climate-related issues.
- Experience working with NGOs, standards bodies, or multi-stakeholder initiatives.
- Experience supporting or mentoring junior team members.
- Experience in videography and/or photography.

To Apply

Please submit your expression 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.

Job Level

Job Levels	
8	CEO
7	Director
6	Head / Asst Director
5	Lead
4	Specialist / Senior Officer / Senior Advisor / Senior Analyst
3	Analyst / Advisor / Officer
2	Assistant / Coordinator
1	Intern

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.