

## We are hiring

At ResponsibleSteel, we believe in our mission to maximise steel's contribution to a sustainable society. This can be done by achieving net zero carbon emissions for the steel sector as well as enhancing the responsible sourcing, production, use and recycling of steel.

## Communications Manager

**Location:** Home office, preference for CET aligned time zones - where the majority of the current team operates - but open to candidates globally

**Reports to:** Communications Director

**Hours per week (average):** full time

**Overtime status:** Exempt

## Summary

We are a not-for-profit multi-stakeholder organisation (currently waiting for charity status confirmation) founded to bring together business, civil society and downstream users of steel, to provide a global standard and certification initiative for steel. We have built a consensus on what sustainability looks like for steel - including the impacts of mining, steel production, the scrap metal supply chain, greenhouse gas emissions, water use, workers' rights, communities and biodiversity. Our Members include steel makers, mining companies, buyers of steel from automotive and construction as well as civil society organisations focused on labour rights, biodiversity, climate change and many other important issues. We currently have over 100 members and near 12% of global steel production in membership.

We are looking for an early career professional looking to grow their experience of internal and external communications work in the ESG space. The role offers the opportunity to drive membership growth and enhance our member value proposition, design effective communication tools to drive recognition of ResponsibleSteel's positive impact and ensuring that the ResponsibleSteel mission and vision is accurately shared through different platforms and mediums. It's a unique opportunity to increase the credibility and impact of ResponsibleSteel across the globe as it continues its expansion.

ResponsibleSteel is a small organisation and the successful applicant will be expected to contribute across the organisation and not just in their core area of expertise.

## Responsibilities

The Communications Manager will support the Communications Director and the CEO in delivering the ResponsibleSteel internal and external communications to drive membership growth and member retention across the business and civil society spectrum.

Responsibilities will include:

### Communications

- Support ResponsibleSteel in the delivery of events and meetings

- Work with the Policy & Impacts Director and the Communications Director in developing visualisation of ResponsibleSteel's impact
- Work with the Communications Director on a refresh of the ResponsibleSteel website and be responsible for day-to-day updating of the website
- Develop collateral (videos, infographics) to attract new members
- Manage the ResponsibleSteel website and social media challenges, including helping develop and implement a targeted overall social media strategy:
  - manage the day-to-day handling of all social media channels such as LinkedIn, Twitter, adapting content to suit different channels
  - create engaging multimedia content across multiple platforms
- Lead the development and content of the ResponsibleSteel newsletter
- Drive internal communications efforts (members corner set up)

## Membership Support

- Implement administrative systems to support the efficient and effective operation of ResponsibleSteel Board and Committee meetings and Members working groups (including oversight of logistics, preparation and circulation of agendas, management of attendance, timely preparation and circulation of meeting minutes, tracking of decisions taken by email, and tracking of actions arising).
- Support membership applications and approvals, associated press releases, use of logo, updating of website, etc, including liaison with the Membership and Governance Committee as required.
- Support the onboarding of new Members (updating packs)
- Help support the CEO in engaging new potential Members
- Monitoring news and trade publications for relevant information on existing Members and to help identify potential new targets

## Qualifications, Experience & Skills

### Qualification:

- Bachelor's (or Masters) degree in marketing or business highly preferred

### Experience:

- Demonstrated interest in sustainability and international development
- At least 2 years' working experience with at least 1 years in a relevant field
- Experience and willingness in carrying out administrative tasks to support achieving team objectives

### Skills:

- Effective in managing timelines and project budgets
- Capacity to manage multiple projects simultaneously and successfully
- Energetic and personable; takes initiative and thinks creatively
- Non-profit or industry experience a plus

- Proficiency with MS Office and general business tools for cloud-based collaboration. WordPress, Photoshop and design/ layout software a plus
- Experience or desire to work with data and create infographics
- Experience with website and newsletter production and message development
- Excellent written and verbal communication skills in English, with the ability to convey technical information to a range of stakeholders
- High level of inter-personal skills, in particular cross-cultural communication
- Additional language competencies are desirable
- Enjoy collaborating with others and embrace feedback
- Passion for quality and keen attention to detail
- Can prioritise activities to maximise benefit and impact
- Thrive working independently with remote management in a decentralised team

## To apply

Applications will be accepted on a rolling basis. Please submit your cover letter and resume for this role to [recruitment@responsiblesteel.org](mailto:recruitment@responsiblesteel.org) specifying **Communication Manager** in the email subject line. Applications without cover letters will not be considered.

Please note that you must have authorisation to work in your designated home country (country of employment)

## Benefits

Benefits and compensation vary per region and are competitive with local prevailing packages. They will take into account experience, location, and benefits required by law in the candidate's location, such as pension and leave allowances.

Regardless of location, team members get equipment stipends to ensure they are set up wherever they may be working from, generous leave policies and paid parental 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, rewarding and enables each of us to realize 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 bylaw in the locality and/or state in which you are working.