

# COALITION FOR URBAN TRANSITIONS

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A New Climate Economy Special Initiative

## Communications and Research Officer (Consultant)

### About the organisation

The Coalition for Urban Transitions is a major global initiative to support national governments to accelerate economic development and tackle dangerous climate change by transforming cities. It provides an independent, evidence-based approach for thinking about how to manage urban areas, and the accompanying process of economic, social, and environmental transformation, to maximize benefits for people and the planet.

The Coalition is a special initiative of the New Climate Economy and jointly managed by the C40 Cities Climate Leadership Group (C40) and WRI Ross Center for Sustainable Cities. It brings together major institutions spanning five continents, including research institutions, city networks, international organisations, infrastructure providers, and strategic advisory companies and is guided and championed by an Urban Leadership Council.

The vision of the initiative is to unlock the power of cities to support enhanced national economic, social, and environmental prosperity, including addressing the risks of climate change. By the end of 2019, the aim is for the Coalition for Urban Transitions to be the most concerted and coordinated attempt globally at assembling a partnership of the world's best thinkers, institutions, and senior public-private leaders to drive action globally and in key countries related to sustainable urban transitions.

### Scope of work

Oversee the production and publication of 10 research papers in the next eight months. This will include for each publication:

- Reviewing and editing research papers in line with current systems to ensure they are relevant to and accessible by national policymakers
- Working with core team members to commission and coordinate the work of consultant copy editors and designers
- Proofreading
- Liaising with authors and Coalition for Urban Transitions staff to ensure work is of a high standard
- Crafting compelling key messages and an impact plan for each research paper
- Creating content based on the publications for social media platforms including Twitter, Facebook and LinkedIn

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- Tracking and evaluating metrics of success for publications, including media and social media monitoring, providing regular updates for the staff team
- Preparing tailored briefings for policymakers and senior champions
- Drafting engaging press releases, media quotes for champions, media advisories and operations notes for press conferences and events
- Providing support for media engagement - arrange interviews with authors and liaise with journalists
- Overseeing the production and publishing of op-eds from high profile champions, and blogs from research authors and team members, including ghost drafting when appropriate, coordinating with the authors and with media outlets.
- Overseeing the production and distribution of compelling, creative communications products including presentation slides, speaker notes and a newsletter
- Requesting quotes for work of external contractors in line with budgetary resources

## Estimated time per paper

- This will vary depending on the length and complexity of the publication, but we estimate each paper takes 40 hours (5 days)

## Estimated timeline

	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Paper 1							
Paper 2							
Paper 3							
Paper 4							
Paper 5							
Paper 6							
Paper 7							
Paper 8							
Paper 9							
Paper 10							

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## Qualifications

- Experience managing a publications process, knowledge of urban/development/climate change sectors preferred
- Degree, preferably a master's degree in communications
- Experience working with researchers in editing and promoting research
- Excellent writing skills
- Ability to work to deadlines
- PowerPoint skills
- Understanding of the media landscape, preferably in an international context

## Include in your proposal

- How your experience meets the qualifications and scope of work (no more than two pages)
- Hourly or daily rate, including all your administrative costs/overheads
- A sample of your work (a press release or op-ed)
- Rough indication of any time periods you will be unavailable
- Your availability to begin work
- Your location

Send your proposal, and any questions, to Shabib Seddiq: [shabib.seddiq@wri.org](mailto:shabib.seddiq@wri.org).  
Please use the subject line: CUT Communications Consultant

Deadline for proposal submissions: midnight BST, Sunday 19 May 2019