

Role advert

Communications Working Group Lead

Lead, Communications Working Group, York Climate Commission

Voluntary · Sits on the Commission's Steering Group · York-based or York-connected

The York Climate Commission brings together the city's climate action. We need people to see it, and at the moment they don't: our website is out of date, our social media is patchy, and too few people know how to get involved.

We're looking for someone who likes to **organise people and get things out of the door**. This isn't a strategy role. The Lead builds a small team, gives each person a clear job, and makes sure the posts go out, the newsletter lands, and the new website goes live.

We'll be straight with you: we've tried to set this group up twice before, and both times it lost momentum. We've learned from that. This time the scope is smaller, the outputs are clear, and the role comes with backing from the Co-Chairs and the Steering Group.

What the group will deliver in its first year

Workstream	What "done" looks like
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Social media	Regular posts on LinkedIn and Instagram (which will need to be set up) to a shared content calendar, e.g. 2–3 a week.
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Newsletter	A bi-monthly newsletter to members that goes out on time, featuring news from every working group as well as climate news from across the city and useful climate-related resources.
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Website	A new website live by mid 2027, plus a named person who keeps it up to date.
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Podcast (pilot)	A short pilot series of 9 episodes. We then decide whether to continue.
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Each workstream has a named owner from the group. The Lead makes sure every one of them has an owner, a plan and a date.

What you'll do as Lead

- **Build the team.** Recruit and welcome members, and match each person to a workstream.
- **Give every piece of work an owner.** No task leaves a meeting without a name and a date against it.
- **Keep the rhythm.** Run a short monthly group meeting, keep a simple tracker and content calendar, and check in with each owner between meetings.
- **Unblock.** Spot what's stuck and sort it out, or escalate it quickly.
- **Connect.** Collect news from the other working groups and the Steering Group, and make sure it reaches the newsletter and social media.
- **Report.** Give a short update at the quarterly Steering Group meeting on what went out, what's next and what help you need.

What you won't be expected to do

- Write every post or build the website yourself. You organise the people who do.
- Lead fundraising or partnerships. Those sit with the Steering Group and Governance working group
- Take on work that has no owner. If nobody can pick something up, it goes on hold or back to the Steering Group.

The support you'll get

- A seat on the Steering Group, and a direct line to the Co-Chairs.
- A Co-Chair check-in in your first month, then every quarter.

What's in it for you?

- A chance to give back to your community and support climate action in your local city.
- Opportunities to meet like-minded people.
- Build your network. The commission attracts a wide range of people from all walks of life.
- Put your skills to good use in a place where they can do some good.
- Learn new skills. We have to be savvy about how we work as we're volunteer-led, so there are always opportunities to get involved in new and different things.

Who we're looking for

You don't need to be a communications professional. You need to be good at getting things done with other people.

- You've organised a team, a project, an event or a campaign, and seen it through.

- You're comfortable asking people to do things and following up when they don't.
- You like simple systems: a tracker, a calendar, a clear list of who's doing what.
- You can say no, or "not yet", to keep the group focused.
- You care about climate action in York.

Experience in communications, marketing or digital is a bonus.

Time commitment

We're asking for about **1-2 hours a week**, broken down as:

- a monthly working group meeting (1 hour)
- the quarterly Steering Group meeting (1.5 hours + prep)
- regular check-ins with workstream owners, and keeping the tracker up to date

We're asking for a 12-month commitment, reviewed after six months.

We're also recruiting workstream owners

If you have an interest in comms, and feel this role isn't quite for you, we have some other opportunities we'd love to share with you.

We're also looking for people to own **social media**, the **newsletter**, the **website** and the **podcast pilot**. Each role is about 1-2 hours a week, with a clear brief. You don't need to lead anything: just own one piece and deliver it.

How to apply

Email jennifer@wearefrankly.co.uk and henrietta.stock@gmail.com by **Friday 13 November 2026** with:

- a few lines about who you are
- which role interests you: Lead, or a workstream owner (tell us which one)
- something you've organised or delivered that you're proud of (a CV is fine too)

We welcome applications from people of all backgrounds. We especially encourage people who are under-represented in environmental spaces.