

COMMUNICATIONS COORDINATOR

(FIXED-TERM CONTRACT)

LOCATION: Fully remote – based in the UK.

SALARY: £32,000 - £35,000 per annum based on experience.

HOURS: Full-time 37.5 hours per week. Fixed-term contract (12 months).

START DATE: Mid-November 2025.

BUSINESS UNIT: Outreach and Engagement.

APPLICATION CLOSING DATE: 28 September 2025 (applications will be reviewed as received).

We are seeking a Communications Coordinator on a fixed-term basis to support the Alliance for Water Stewardship's marketing and communications efforts. This role is to backfill an internal team member who is temporarily stepping into a maternity cover position.

The successful candidate will play a key role in delivering engaging marketing and communications across digital channels, supporting campaigns and contributing to the promotion of the Alliance for Water Stewardship's mission and activities.

This is a temporary position, with an expected duration aligned to the internal staffing arrangement (12 months), offering valuable experience in a global, purpose-driven environmental organisation.

ABOUT THE ALLIANCE FOR WATER STEWARDSHIP

The Alliance for Water Stewardship (AWS) is a global membership network that connects organisations dedicated to promoting the responsible use of freshwater. Our membership includes businesses, NGOs and public sector organisations.

At the centre of our mission is the International Water Stewardship Standard (AWS Standard) – a globally recognised framework that guides, recognises and rewards good water stewardship. By adopting and promoting the AWS Standard, our members can contribute to the sustainability of local water resources.

ABOUT THE ROLE

Reporting to the Communications Lead, you will be responsible for planning, implementing and evaluating marketing and communication campaigns that support various teams across AWS – including the Executive, Outreach & Engagement, System Integrity, Policy Engagement and Partnerships, and Finance and Operations teams.

A major focus of 2026 will be supporting the launch of the latest version of the AWS Standard (targeted for World Water Day, 22 March). You will play a central role in shaping and executing marketing and communications around this milestone, ensuring clear, consistent messaging across all channels.

In addition, you will play a key role in channel strategy and management for AWS's digital channels, including our newsletter, websites and LinkedIn – ensuring content is timely, engaging and aligned with organisational goals.

WHO YOU ARE AND WHAT YOU'LL DO

With experience in a wide range of marketing and communications activities, the Communications Coordinator will play a crucial role in implementing and executing the AWS Marketing & Communications Strategy.

- You are a confident writer, able to translate technical information into accurate and engaging copy.
- You are organised and take a proactive approach to coordinating multiple tasks and deadlines.
- You have an eye for detail, helping to ensure that the AWS style and brand is applied consistently.
- Fundamentally, you are passionate about water stewardship and engaging new and existing audiences through effective communications.

In return for your commitment, you will be part of an international organisation working at the forefront of water stewardship as part of a highly motivated global team.

JOB TASKS AND RESPONSIBILITIES

- Provide expert marketing and communications advice and support to colleagues
- Contribute to AWS channel management and strategy
- Maximise marketing and communications opportunities and campaigns relevant to our priority audiences
- Support the management of AWS websites, including a4ws.org, a4ws.org.cn and tools.a4ws.org
- Manage own workload, seeking support from the Communications Lead where needed
- Manage contractors such as designers and translators
- Undertake research and data analysis to inform activities and campaigns
- Write key messages, web pages and blogs
- Develop materials for external events and represent where required, including at the AWS Global Water Stewardship Forum in Edinburgh (June 2026)
- Ensure brand consistency through proofreading, editing and correct use of branded templates
- Assist the team in preparing presentations

PERSON SPECIFICATION

Essential criteria

- Degree or equivalent in a relevant discipline
- 5+ years of relevant experience in communications, marketing, or public relations – ideally within a nonprofit, sustainability or international development context
- Knowledge and understanding of environmental sustainability issues, including water stewardship and water issues
- Solid hands-on experience in planning and delivering marketing and communications campaigns
- Confidence managing digital channels and content strategy
- Ability to contribute strategically, without requiring extensive supervision
- Passion for creativity, with the ability to think innovatively and take initiative
- Excellent written and spoken English language skills
- Excellent attention to detail
- Excellent interpersonal and teamwork skills
- Strong organisational skills and time management
- Proficient with IT-based and web systems (WordPress/Elementor, Mailchimp, Google Analytics, Google Ads, Zoom Webinar, Salesforce and Monday.com are a plus)

- Confidence with administrative and logistical tasks

Other desirable criteria

- Familiarity with and prior use of design programmes (e.g. Adobe CC, Canva)
- Prior experience working in a global team

HOW TO APPLY

If you want to help shape the future of water, work with a team of dedicated people from around the world and get the opportunity to deliver fantastic results, we want to hear from you.

Please send an email marked 'Vacancy: Communications Coordinator' to gail@a4ws.org.

Your email should include the following attachments:

- A covering letter explaining why you are interested in the position and demonstrating how you meet the person specification.
- Your current CV with email addresses and telephone numbers of two referees.
- An example of your written work, including social media posts.
- An indication of when you would be available to take on the role, if selected.

Application closing date: 28 September 2025

Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

AWS is an equal opportunities employer and does not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

AWS will comply with all relevant Privacy and GDPR regulations regarding candidate data retention.