04 September 2023

Playing for the Planet: Project Manager

Introduction:
Playing for the Planet was established in 2019 with the aim of supporting the gaming industry to increase its efforts with regards to sustainability across the full ecosystem of gaming. Specifically, this has focussed on decarbonising gaming studios and working to integrate green activations in games. Now with some 40 members in the Alliance, the initiative is looking for a Project Manager to support members to meet their individual and shared objectives and to amplify those stories out into the world.

Skills - Critical
- Community management: Experience of working with diverse communities (including C-level management), listening deeply to their needs and interests with a service-based mindset that will go all out to meet members interests, where possible.
- Project management: Able to manage a fast-paced and multifaceted workload with the ability to absorb new tasks, triage others so that core objectives of this role are met.
- Project Execution: Able to design and execute projects to a high-degree of excellence, highly organised with a very strong-eye for detail.
- Communications skills: Social media native with a background in managing channels, writing content for a range of audiences and ensuring that the content needs and publication requirements of the initiative are met.
- Content management: Experience of website content management would be an asset, you should be able to update content and ensure that the website for the initiative is kept up to date.
- SoMe tools and platform knowledge: track record of delivering engaging social media content and channel management.
- Copywriting: Able to produce compelling content and copy to share internally / externally.
- Assets creation / photoshop knowledge: A whizz at creating decks and other assets for use.

Your Profile:
A love of games and passion for the environment is key, but this needs to be combined with strong community/account management and communication skills. You thrive within a start-up like environment where a hands-on approach is required in order to get things done. Ideally, you have 2-4 years experience at a gaming studio, and have a strong track record in building and maintaining relationships with people from different backgrounds, including C-level management.

Tasks
1) Community engagement:
Work with members of the Playing for the Planet Alliance to develop a strong and vibrant community that is based around core facets of:
   - Mission and purpose
   - Trust and support
   - Learning and sharing
The role will be to work closely with members to understand their needs / interests and build out a series of activities to meet these. Additionally, you will organise regular quarterly 1-1 check-ins, facilitate a bi-monthly check in with all Alliance members, and make sure everyone is up to date with the work that is being done within the broader group.

2) Project Management
You will often be a key point of contact for existing and new members meaning that proactive and reactive communication skills are essential. When it comes to communicating within the Alliance some of the projects are:

- **Onboarding new members**: Support their journey within the Alliance with close contact for the first 3 months while they find their feet;
- **Develop and update materials**: think of onboarding decks, onboarding forms, and other materials;
- **Member profiles**: Map who is in the Alliance, their background, experience and interests;
- **Learning opportunities**: Share opportunities and resources to learn with and from Alliance members;
- **Social / meet-ups**: Identify and support the organisation of Alliance member meet-ups;
- **Community enrichment**: Explore other ways to enrich the community experience of being within the Alliance;

3) Communication
Working with the team to ensure more consistent communication of the work of the Alliance to a wider audience via Social Media channels (including LinkedIn, Twitter, and Instagram), press and at key events. This would likely include the following:

- **Develop a Social Media strategy**: A plan to share Playing for the Planet’s work to a broader audience as / when required;
- **Content creation**: Creating content / copy for the Playing for the Planet Social Media channels and website;
- **Media engagement**: With others in the team, develop and support writing of press releases and with media engagement;
- **Event support**: Support with materials, decks and administrative work for major events as needed.

What would success look like?

- **A plan and great feedback**: The community engagement leads to a clear plan for Q4 2023 and beyond with members supported and engaged. Members reporting that they are highly satisfied as a result of their engagement in the initiative;
- **Peer to peer learning and knowledge sharing**: Members are able to share learnings / needs and be supported by others within the Alliance with this role playing a match-maker of interests / knowledge;
● **Stronger sharing of knowledge inside the network**: Inspiring communication efforts inside the initiative so that progress is shared between members and regular updates / useful information is shared with a wider audience;

● **Stronger external communications**: Website and Social Media channels are well managed and up to date, key beats have communications plans in place.

**Salary and conditions:**
This role is a remote contractor / freelance role with the contract issued by the Association for UK Interactive Entertainment (UKIE). The right candidate is a self starter who is able to take on tasks individually and proactively approaches the tasks outlined above. The salary for this role is $3,500 - $4,000 per month, based on a 40 hour / 5-day work week for an initial period of 6 months with the possibility for extension for the right candidate.

Please send your cover letter as well as resume to info@playing4theplanet.org by September 18th.