



Environmental Foundation (Guarantee) Limited

The Environmental Foundation (Guarantee) Limited (EFL) was established in 1981 as a non-profit public interest law group, with a mission to conserve and enhance the natural environment of Sri Lanka. Since its initiation, EFL has been actively involved in protecting and conserving the environment through mediation, litigation, and scientific research and projects.

Terms of Reference

Title	: Communications and Outreach Officer
Duty Station	: Environmental Foundation (Guarantee) Limited, No. 3A, 1 st Lane, Kirillapone, Colombo 05.
Commitment	: 5 days per week or as required by work (full time)
Reporting lines	: Head of Operations/CEO
Reporting requirement	: Weekly time sheet to the Office Secretary and Head of Operations

Duties and Responsibilities

1. Support the Chairperson, Board of Directors and the Chief Executive Officer/Head of Operations in identifying and developing effective messages and framing means of delivering them to reach communication objectives.
2. Carry out and being responsible for EFL's web communications, social media, printed media and electronic media communications and being the focal point of all such activities.
3. Ensure that communications activities promote an accurate image of the organization and its programmes amongst media and other targeted audiences.
4. Oversee and implement the organisation branding, design principles and guidelines for all EFL's materials and products, ensuring their consistent application.
5. Represent EFL externally as required in outreach activities and maintain partnerships with potential funders and other stakeholders.
6. Development of content with the help of relevant members of the staff for all media platforms and proposal submissions.

7. Develop guidelines for all EFL communication related work which will be carried out by other staff members.
8. Maintain a pool of journalists representing all three languages as well as all media (printed, electronic, digital etc.) and engage with them on a regular basis to implement the EFL communication plan.
9. Design/execute outreach activities/ workshops/events as and when required together with the science and legal divisions. Continue to organize the Green Conversation event series.
10. Responsible for compiling the Annual Report of EFL, Newsletter and other public documents as per the guidance of the management.
11. Edit/proofread publications, reports, letters and documents going out of EFL office when and where necessary as per the direction of the immediate supervisor.
12. Browse the web, including specific websites for grant opportunities/proposal bids regularly as required and discuss grant opportunities with the science and legal divisions, and follow through till proposal submission.
13. Maintain current records in databases and in paper files, including grant tracking and reporting and documents required for processing grants. Statement of Satisfaction from grantees to be duly saved in the designated folder.
14. Prepare and update company profiles, project profiles etc. and Google Work Sheet (Projects & Proposals) as and when required. Past Performance Sheet to be updated upon completion of each project.

Expected Results

1. Increased awareness of issues, projects and other communication subjects.
2. Development of the communication strategy for EFL with targets in each aspect.
3. Timely submission and sharing of media materials developed (e.g. proposals, e-news, news release, press releases, videos etc.).
4. Inputs to strengthen the EFL network of professionals and supporters/ donors.
5. Efficient maintenance of files, online databases and other logs.
6. Timely and efficient communication with other divisions within EFL with regard to following up on proposal calls, obtaining relevant information and communicating with potential funders/granters.
7. Timely scheduling of meetings and following up with external parties.
8. Initiative taken to peruse grants, consultancies and other sources of funding as required.
9. Enhanced EFL profile and brand to suit EFL's objectives.

Pre-requisites

1. A degree in communication, social sciences, journalism, arts, development or any other field.
2. Minimum of two years' experience in communication work.
3. Previous experience with non-profit communication work.
4. A good command of the English language along with Sinhala and/or Tamil languages.
5. Strong written communication skills.
6. Strong analytical, research and editing skills.
7. A keen interest in environmental issues and public interest litigation.
8. Innovative problem solver and ability to meet deadlines.
9. Self-motivated individual and an enthusiastic learner.
10. Team player and ability to work between different divisions.
11. Knowledge on environmental science, management, policy and advocacy are an added advantage

13-01-2020

Please send in your CV together with a cover letter to mail@efl.lk and projects@efl.lk or contact us on 011-2890992 for further information.