

JOB DESCRIPTION

COMMUNICATIONS AND EVENTS ADVISOR– LANKA SOCIAL VENTURES LTD

JOB TITLE: Communications and Events Advisor
LOCATION: LSV main office (National level)
SALARY: Negotiable
<p>ABOUT LANKA SOCIAL VENTURES LTD (LSV):</p> <p>Lanka Social Ventures Ltd. is a small, dynamic organisation that delivers support services to aspiring and existing social entrepreneurs and enterprises, community groups and SMEs with social mission.</p> <p>Our primary objectives are to:</p> <ul style="list-style-type: none"> • Promote and support social enterprises through development and delivery of support interventions, including social business incubation, training, business support, investment, trade, and all kinds of activities related to the economic enhancement of social enterprises. • Raising awareness at policy, institutional, and community level and raise the profile of social enterprises in the sector. • Engage with public private and non-state sector institutions, forums, networks, and alliances, investors to ensure social enterprises are at the heart of the business and policy agendas. • Influence and facilitate to create a favourable environment for social enterprises to develop and thrive. • Develop national and international partnerships and support networks among social enterprises to find market based solutions through innovative ways maximizing human and environmental well-being.
<p>JOB PURPOSE:</p> <p>To be responsible for the management and coordination of all events for the organization. Additionally, this position is responsible for the development and implementation of marketing and public relations plans, and maintenance of the web site and social media channels. The position also develops relationships with local and international organisations and individuals interested in supporting events and activities.</p>
<p>REPORTING LINES:</p> <p>Post holder reports to: Managing Director / CEO. Staff reporting to this post: None</p>
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Required to assist the senior management to develop long-term vision and strategic planning to achieve significant impact from programmes and activities. • Support to coordination of and delivery of agreed plans or strategies.

- Representation in coordination meetings and external relationships.
- Support to plans and manages sub-unit resources.
- Contribute to broader program strategy and involve collaboration with other divisions.
- Requires the ability to analyse and communicate complex information to a wide audience.
- Role is variable with well-defined targets and/or minimum standards and is both proactive and reactive.
- To play active role on issues related to programmes through personal contacts and co-ordination of allies.
- To take part in public engagements based on agreed plan of action and objectives.
- To produce clear and quality reports that demonstrates good accountability.

KEY RESPONSIBILITIES:

Communication and events:

- Planning, implementation and follow-up for all events, workshops, and educational programs.
- Coordinate event logistics, publicity, including public relations, advertising, and collateral material design, production and distribution.
- Write and distribute the newsletter, including content generation
- Responsible for the development and fulfillment of the events and marketing budgets.
- Write, submit and follow up to ensure placement on press releases and stories to established contacts with local and regional media.
- Be on hand for senior management when they are contacted by the media, providing briefs and preparing them for media engagement
- Develop and maintain event and volunteer databases.
- Manage all aspects of volunteer committees, volunteer coordination, including but not limited to recruitment, supervision, training and acknowledgement.
- Maintain and broaden social networking to benefit the organization.
- Edit content written by other members of the team.

Digital and design:

- Manage the internal and external website (using WordPress) and Facebook page and LinkedIn site, including updating photographs, blogs, news and other pages when necessary.
- Maintenance of the sites, such as dealing with fixes, edits, login and contact details.
- Maximise LSV presence on social media and impact, including short videos, photographs, links to articles and info-graphics.
- Uploading videos to YouTube and Vimeo.
- Create marketing materials such as brochures and posters.

Administrative and ad-hoc activities:

- Oversee incoming emails and enquiries, and monitoring the emails and diary of senior management
- Offer administrative support to senior management and other members of staff to ensure smooth running of programmes and activities
- Day to day administration support, including filing, printing, telephone calls, typing, and occasional minute taking
- Foster good working relationships with senior management and other members of staff in order to provide additional support, including drafting briefs

and attending off site visits.

General requirements:

- Work within a flexible framework in order to meet the demands of the service outside usual office hours and to travel as frequently as required
- Ensure adherence to appropriate protocols and guidance to safeguard the welfare of any children, young people or vulnerable adults known to LSV.
- Carry out any other duties in line with the role as required by the senior management team.

NB: All employees are expected to adhere to Diversity & Equality and Health and Safety Policies

SKILLS AND COMPETENCE:

- Relevant experience in a similar role in event coordination and management and delivering high quality PR/Communication support.
- Experience of managing a variety of demanding tasks simultaneously and successfully achieving deadlines and targets through effective project management skills.
- Demonstrable knowledge of relevant software social media platforms and creating info-graphics) is essential.
- Ability to think differently, problem solve and offer helpful, creative solutions in a fast-paced environment.
- Demonstrated media handling, excellent verbal and written communication skills.
- Demonstrated ability to work flexibly and cooperatively with a team and a commitment to working in a challenging and demanding working environment
- Reliability and integrity, together with an enthusiastic and positive attitude
- Ability to use initiative, apply diplomacy and demonstrate resilience in the workplace.
- Ability to produce high quality, well-written communications in a variety of formats, with acute attention to detail.
- Effective project management skills to ensure projects are delivered within scope and on time.
- Good financial and budgetary management skills.
- Awareness of diversity, cultural and political sensitivities.
- Experience with an understanding of public-private-community partnership development.
- Good verbal and written communication skills and ability to relate to people from all backgrounds.
- Mature judgement and skills in diplomacy; strong awareness of political sensitivities.
- Computer literacy and fluency in written and spoken English is essential.
- Ability to travel to all areas in Sri Lanka.

OTHER:

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate the achievements of the key responsibilities in accordance with the Performance Review process

Date of issue: 01 March 2018