Terms of Reference: Communications Officer (Full-Time)

Title – Communications Officer
Term – Full time - 5 days a week (8 hrs per day) one-year contract with possible renewal (subject to performance)
Remuneration - Commensurate to experience
Location - Colombo, Sri Lanka (hybrid)
Deadline - Thursday, 31 July 2025

About iProbono
iProbono is a global group of social justice organisations and affiliates with a mission to enable people to access their rights in pursuit of a just society.

We advance justice for all by representing people in need, strengthen the impact of civil society and advocate for policies that promote social equity and end discrimination.

iProbono works on cases involving LGBT+ rights, women's rights and child rights, and engages in advocacy efforts on these subject areas. We also provide support in the form of legal assistance to NGOs across the country working on a range of issues.

The Role
As our Communications Officer, you will play a key role in amplifying iProbono's mission, initiatives, and campaigns to drive public awareness and support. Your responsibilities will center on content creation, distribution, and knowledge management to highlight our impact and engage the public effectively. Proficiency with Google Analytics tools and Canva is essential, along with a passion for social justice and digital engagement.

Working closely with the iProbono programs teams, you'll identify impactful stories in our key focus areas and ensure our communications efforts resonate with a wide audience. This position offers a unique opportunity to learn from seasoned professionals while contributing to meaningful, high-impact advocacy.

You will report to the **Program Manager – Sri Lanka**, and work in close collaboration with the **Equality Law Director**, **Communications Lead**, and other team members located in Sri Lanka and across iProbono's global network.

We value individuals who envision building their careers with us and are passionate about social justice.

Key Responsibilities

- Develop and implement communication strategies and campaigns in collaboration with other Sri Lanka and global staff and partners, ensuring alignment with the organisation's mission and goals.
- Represent the organisation in policy forums, events, and media engagements.
- Arrange and oversee events' communications aspects with the program team, including outreach, live updates and documentation.
- Develop and oversee the implementation of targeted communications and messaging strategies to support advocacy efforts.
- Work closely with the country and global teams to develop evidence-based policy recommendations and advocacy materials.
- Develop articles, fact sheets, toolkits, brochures, research publications, and social media content to be disseminated on behalf of iProbono across various platforms.
- Creating and maintaining editorial calendars in collaboration with the communications team to ensure a consistent flow of content across various channels.
- Maintain positive media relations, secure press coverage of iProbono's work, and develop strategies for public engagement through events, workshops, and other activities.
- Supporting the global communications team with creating content, and monitoring the response in collaboration with the team to ensure audience engagement and effective messaging.
- Monitor and evaluate the impact of communications strategies, and make necessary adjustments to strategies in consultation with the Equality Law Director, Program Manager - Sri Lanka and Communications Lead.
- Ensure communications outputs comply with all relevant laws, regulations, and ethical standards.
- Support the composition and review of various materials including internal reports, letters, proposals and fundraising/grant applications.
- Contribute to the development of global impact evaluation strategies and reports by collaborating with iProbono's Research and Impact Director.

Skills and Experience

- At least 2 years of professional work experience with communications and a demonstrable track record of using strategic communications to drive engagement or support social justice initiatives.
- Excellent communication skills in English and Sinhala/Tamil, both written and oral.
- Proficiency in visual content creation, including experience with relevant photo and video editing software would be an asset (eg. Adobe Creative Suite, Canva, etc.).
- Strong understanding of human rights, social justice issues, and the Sri Lankan political landscape.
- Ability to plan, prioritise and manage a dynamic workload, and capacity to work in a clear, open and structured manner.
- Knowledge of communications strategy development, branding, and audience engagement.
- Experience working with NGOs, advocacy groups, or grassroots movements.

- Highly organised, driven and result-oriented.
- Able to work with a team across time zones and locations

Application

Applicants will be selected through a competitive selection process and judged on their commitment to social justice, equally, compelling experience. Please email global.recruitment@i-probono.com with your CV, a short cover letter stating why you are suitable for this role, and 1-2 recent work samples (e.g., communication campaigns and/or writing samples). Shortlisted candidates will be invited for an interview over zoom

Please use the following subject in your email: **SL Communications Officer**. The deadline for the applications is Thursday, **31 July 2025.**

iProbono is committed to the safety and protection of children, young people, and vulnerable adults (especially women and those who identify as LGBT+) and this role may include contact with these groups. iProbono has zero tolerance for sexual and gender-based violence. Our recruitment and selection procedures reflect our commitment to the safety and protection of children, young people, and vulnerable adults (especially those who identify as LGBT+) in our programs.