



## TERMS OF REFERENCE

Position Title :	<b>Communications Officer</b>
Project Title :	The Climate Reality Project Philippines
Appointment :	Nine (9) months (with the possibility of extension)
Start Date :	01 March 2024 – 31 December 2024

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The Climate Reality Project Philippines is hosted by the Institute for Climate and Sustainable Cities (ICSC), an international non-government group advancing fair climate policy and low carbon and climate-resilient development.

The Climate Reality Project is a Washington, DC-based non-profit organization founded and chaired by former US Vice President and Nobel Laureate Al Gore. The mission of The Climate Reality Project is to catalyze a global solution to the climate crisis by making urgent action a necessity across every sector of society. To this end, the organization recruits, trains, and mobilizes people from all walks of life to work for just climate solutions that speed energy transition worldwide and open the door to a better tomorrow for us all.

**General Overview.** The Communications Officer is responsible for developing publicity materials and coordinating the activities and campaigns of the Climate Reality Philippines, particularly on renewable energy and energy transition. The Communications Officer will also support the implementation of the communications plan of the Climate Reality Philippines and contribute in promoting its brand.

1. **Scope of Work.** The Communications Officer will have the following duties and responsibilities:
  - 1.1. Support the Communications Lead in developing and implementing an effective Communications Strategy covering social media, website, and other channels, to guide development of content, support effective and efficient communications campaigns, and ensure brand consistency;
  - 1.2. Craft and distribute content, including messages, statements, speeches, press releases, talkpoints, newsletters, briefs, and other publicity materials that communicate the Climate Reality Philippines' viewpoints on a topic, programs, and activities, particularly on climate finance;

- 1.3. Respond to media inquiries, arrange interviews and pressers, and coordinate with Climate Reality Leaders to identify appropriate talking heads who will best represent the organization in a specific subject matter;
  - 1.4. Perform media outreach and seek opportunities to enhance the visibility of the Climate Reality Philippines' brand;
  - 1.5. Maintain an efficient and online library of digital media archives of The Climate Reality Project Philippines in coordination with the Communications Lead.
2. **Qualifications and Experience.** The Communications Officer will have the following education, professional experience, skills and knowledge:
- 2.1. Graduate of a relevant discipline (e.g., communications, journalism, marketing, public policy, sustainable development, climate change adaptation and mitigation, international development and cooperation, natural sciences or a related field);
  - 2.2. Minimum of four (4) years' extensive professional experience with national and/or local government units, civil society organizations and international organizations in the field of energy, communications, journalism, or knowledge management;
  - 2.3. Good understanding of the Government of Philippines, both at national and local levels, and knowledgeable on global and national issues and initiatives in the areas of climate change, renewable energy policy, and green growth climate change agenda;
  - 2.4. Work experience with any international organization, national government, local government units, civil society, international organizations will be an advantage;
  - 2.5. Excellent written and verbal skills in English and Filipino;
  - 2.6. Strong interpersonal skills with ability to work under pressure and to establish and maintain effective work relationships with people of different backgrounds;
  - 2.7. Maturity and professional ability to handle sensitive information and ability to respect the confidentiality of such information while working with The Climate Reality Project Philippines and ICSC even after the contract ends; and
  - 2.8. Ability to lead and work effectively with people from diverse cultural and professional backgrounds.

3. **Supervision.** The Communications Officer will have the following reportorial and supervisory relationships:
  - 3.1. Directly report to the Communications Lead of the Climate Reality Philippines who will conduct regular performance and output evaluation;
  - 3.2. Maintain close coordination with the Communications Team of Climate Reality Philippines; and
  - 3.3. Work closely with the Branch Manager of Climate Reality Philippines.
4. **Working Hours.** The work of the Communications Officer will be mostly home-based and is encouraged to shelter in place and take precautions necessitated by the COVID-19 pandemic. The Communications Officer must be available online to work with the Climate Reality Philippines at least four (4) days a week, from Monday to Thursday, starting 9:00 AM.

Should the work require an in-person participation, the Climate Reality Philippines will implement proper COVID-19 protocols such as antigen testing before and after the event.