

## Function Card

Form INK-10-05-01

<b>Role</b>	Movement Building Officer		
<b>Focus</b>	Institutional	<b>Manager</b>	People & Culture Manager
<b>Version</b>	V1.0-2025		

### JOB SUMMARY

The movement building officer reports directly to the people and culture manager and is responsible for building and strengthening Inklusibo's network and pool of partners. They represent the organization in various local and international high-visibility events and partnership meetings to promote its services and ideals.

### KEY RESPONSIBILITIES

Key Work Outputs	% of work time	Key Activities
Networking and Campaigning for economic justice, human settlement sustainability, and social service inclusion	40%	<ul style="list-style-type: none"> <li>• Representing Inklusibo in various high visibility events to promote its services</li> <li>• Engaging and coordinating with stakeholders and networks regarding initiatives that contribute to the organization's strategy and ideals</li> <li>• Integrating with communities and building relationships for campaign development</li> </ul>
Public relations work	40%	<ul style="list-style-type: none"> <li>• Developing organizational messages and undertaking media liaison work for the organization (in partnership with the communications unit)</li> <li>• Act as the organization's media contact during high visibility initiatives</li> <li>• Serve as the organization's point person for partnerships and network building endeavors</li> </ul>
Technical and administrative support	10%	<ul style="list-style-type: none"> <li>• Contributing to the program's periodical reporting and review</li> <li>• Supporting the organization's events whether through logistical or administrative means</li> <li>• Supporting the program's financial, logistical, and material requests</li> </ul>

Standard responsibilities of all positions	10%	<ul style="list-style-type: none"> <li>• Other responsibilities may be assigned occasionally in the exigency of service to enable the program, unit, and Inklusibo to fulfill their commitments.</li> <li>• Complying with Inklusibo’s policies, procedures, and standards</li> <li>• Updating the level of competencies through various learning approaches such as but not limited to on-job coaching, mentoring, online courses, etc.</li> </ul>
<b>COMPETENCIES</b>		
Education	Bachelor’s degree preferably in communications, development communications, social sciences	
Training	Relevant training in public relations work, press relations, public speaking, and writing	
Experience	1-5 years experience in doing PR work, networking and partnership building	
Functional competencies	<ul style="list-style-type: none"> <li>• Understanding of the VMGs, core standards, and strategies of Inklusibo</li> <li>• Fluency in English or Tagalog language</li> <li>• Understanding of Inklusibo’s policies, standards, and processes</li> </ul>	
<b>WORK CONDITIONS</b>		
Work modality	Hybrid work with occasional field integrations	
Internal contacts	Board of trustees, management committee, staff	
External contacts	Network, partners, press and media groups	
Tools	Laptop, mobile phone, internet connection, messaging applications. Inklusibo uses Google Workspace as the main operational tool.	