

JOB DESCRIPTION

Job family (Internal): Campaigner

Role (Internal): Realize

Level this JD covered (Internal):

L1 - Campaigner

L2 - Campaigner

L3 - Senior Campaigner

L4 - Senior Campaigner

Reports To: Program Manager / Project Manager

Effective from: 13 July 2021

PURPOSE and SCOPE OF THE JOB

The Campaigner is responsible for development and implementation of effective and integrated campaign work to achieve Greenpeace's mission.

The post holder will usually work in a team composed of campaign, communications & multimedia, action, research, analytics and fundraising and engagement staff. Effective decision requires integrated approach and knowledge. The post holder may be assigned to work in projects which involve other Greenpeace offices.

The post holder is managed by the Program Manager or Project Manager. Judgment is exercised in leading and managing a project or an area of a project. Decisions made by the post holder significantly impact the success of the project. Discretion is exercised in handling confidential and sensitive information.

If the post holder is at Level 1 and Level 2, they are expected to assist and work closely with the Program Manager or Project Manager in planning, development and implementation of campaign strategies, plans, and procedures and leading projects.

If the post holder is at Level 3 and Level 4, they are expected to take significant responsibility in the development and execution of campaign projects, either in the role of project leader or works under the leadership of a project leader. The post holder may exercise line management responsibility if required by the Program Manager or Project Manager.

RESPONSIBILITIES

Conceptual tasks, Strategy development and/or Project management

- (Level 1 - Level 2) Contribute to the development and implementation of effective and integrated campaign plans, strategies and tactics related to the overall vision, goals, and objectives of the organization.

- (Level 1 - Level 2) Analyze the new developments in support of campaign vision, goals, and objectives. Stay abreast of current and emerging developments relating to the campaign issues.
- (Level 3- Level 4) Lead the development and implementation of effective and integrated campaign plans, strategies and tactics related to the overall vision, goals, and objectives of the organization.
- (Level 3 - Level 4) Show deep understanding / insights on campaign issues which is critical to the long-term development of the campaign strategies. Staff is expected to provide expertise with respect to specialized campaign areas. Maintain high-level knowledge on the campaign issues.
- (Level 3 - Level 4) Able to direct and oversee the development of campaign projects in complex and dynamic conditions. Show agility and responsiveness to take on arising external moments or opportunities if these are helpful for driving the campaign strategies.

Implementation

- (Level 1- Level 4) Actively represent Greenpeace in front of the business, scientific and government sectors, the environmental community at large and the media (traditional and new), to achieve campaign objectives and strengthen the profile and credibility of Greenpeace. Undertake reactive and proactive media work as required. Respond to public inquiries about campaign issues and other matters as needed.
- (Level 1- Level 4) Conduct research and investigation in relation to the objectives and plans of campaign projects.
- (Level 1 - Level 4) Travel to other Greenpeace offices, campaign locations, or locations where related campaign issues require the presence of Greenpeace representatives.
- (Level 1 - Level 2) Implement the assigned projects effectively by ensuring the project direction and strategy is clearly followed and executed. Collaborate with other team members effectively to deliver the project outcomes.
- (Level 3 - Level 4) Staff is required to take part in a project with multiple stakeholders, which need them to effectively coordinate and collaborate with other departments, Greenpeace offices and Greenpeace International whenever necessary.
- (Level 3 – Level 4) Liaise and build strategic relationships with business, government, and non-governmental organizations on issues relevant to campaign objectives. Communicate and engage effectively with inter-governmental bodies and government officials as needed.

- (Level 1 – Level 4) Perform the Ad hoc project when required

Support/ Coaching/ Leadership

- (Level 1 - Level 2) Show commitment to the team by providing support or sharing to teammates whenever necessary.
- (Level 3 – Level 4) Lead project teams, or provide appropriate leadership, to deliver high-quality project outputs in line with the plan. Monitor team members' performance in completing project tasks. Determine priorities, assign responsibilities and task-manage staff within project work.
- (Level 3 – Level 4) Provide on-job coaching to junior project members to ensure deliverance of project tasks and capacity growth of staff or line manage other team members based on the request of the line manager. Able to work independently to address issues related to staff management, team conflicts and dynamics in a timely manner. Give feedback to the line managers of project members to enable performance evaluation and inform staff development needs.

Compliance/ Keeping Framework Conditions

- (Level1 – Level 4) Evaluate project achievements and shortcomings at designated points of evaluation. Complete evaluation reports as required, follow-up on the recommendations and lessons learned accordingly.
- (Level 1 – Level 4) Manage contractors as required in compliance with Greenpeace East Asia policies. Manage project budgets and expenditure responsibly.

COMPETENCY PROFILE (INTERNAL)

	Importance of Level 1/2	Importance of Level 3/4
1. Act with Integrity	3	3
2. Demonstrate Resilience	3	3
3. Champion for Change	3	3
4. Work with others	3	3
5. Critical thinking	3	3
6. Strategic thinking	3	3
7. Strive for Result & Quality	3	3
8. Demonstrate Expertise	3	3
9. Influence Others	3	3
10. Build Networks	2	3
11. Take Responsibility & Initiative	2	3
12. Develop plans	2	3
13. Coordinate & Implement Plans	3	2

Skill and expertise required

Proven track records or familiarity in at least one of the following:

- At least one core environmental issues that greenpeace is campaigning for: climate & energy, toxics & pollution, food & agriculture, forest & ocean protection, etc; or
- Familiarity in campaigning and/or non-profit operation, project management etc; or
- Other proven professional experiences from the public policy, international relation, consulting, research, finance, journalism, marketing sectors etc

Familiarity in the social, political and cultural context of one of the geographical jurisdictions that GPEA operates.

Work environment

- The position works in a standard office environment, and is required to travel to other Greenpeace offices, campaign locations or locations where environmental problems require the presence of Greenpeace representatives.
- The position may be required to work under pressure and in physically or mentally challenging situations.
- Be on call after hours and on weekends as requested.

Preferred Candidate Profile

Compensation Info. (for Job ad)