



SOUTHEAST ASIA

RECRUITMENT PACK

Greenpeace, one of the world's most respected and dynamic organizations, is an international non-profit global campaigning organization that acts to ensure the ability of our Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent direct actions against environmental abuses and destruction.

Greenpeace exists because this fragile earth deserves a voice. It needs solutions. It needs change. It needs action.

Greenpeace, an international environmental non-government organization, comprises 27 independent national and regional offices across the world covering operations in more than 55 countries. To maintain our independence, Greenpeace does not accept donations from governments or corporations but relies on contributions from individual supporters and foundation grants.

For over 40 years, Greenpeace has been successful in our campaigns to reverse environmental degradation by bearing witness to environmental destruction and exposing and confronting environmental abuses. Greenpeace campaigns have been vital in informing government policies on the environment and effecting changes in business practices, which lead to various environmental problems.

Greenpeace in Southeast Asia

Greenpeace opened its first office in Southeast Asia in 2000. Since then we have led successful campaigns throughout the region, securing fresher air, cleaner water, and a healthier environment through changing industry practices and government policies. Greenpeace actively campaigns across the region on pressing environmental issues concerning our climate, forests, oceans, food, plastic, livable cities, as well as social justice.

Greenpeace has four offices in Southeast Asia (GPSEA)—in Indonesia, Malaysia, the Philippines, and Thailand, with each office is composed of Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, and Operations Support (Human Resources, Finance & Administration, Information Technology, Security). Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the Direct Dialogue Fundraisers.

THE POST: ACTION CAMPAIGNER

Position Summary

As Action Campaigner you are a member of the Greenpeace Public Engagement and Actions (PEA) Unit. You are responsible for amplifying the impact of campaign projects through strategic, people-centric creative Actions. You provide situational analysis and high quality strategic input into projects bringing into focus personal and collective activism, people centric campaigning and civil disobedience as key parts of our Theory of Change. You will guide projects in the ideation, development

and delivery of creative, innovative, inclusive and inspiring People Power activities and NVDA's, as an integral part of Greenpeace's campaigning. In GPSEA, the Engagement objectives are to deliver innovative tactics that advance the programme goals, inspire individual & collective activism as well as broaden and deepen engagement with us and contribute to the wider movement. Additionally you're in charge of delivering those Actions as well as ensuring Action Readiness in regards to our capacities, skills, activists, warehouse, networks and other resources.

This is a fixed-term position for 1 year, based in Manila.

Duties and Responsibilities:

- Strengthen organisational people power capacity. Lead in the design and delivery of Project Engagement and specifically Action/NVDA plans to amplify impact through situational analysis, identifying opportunities, strategic input and design of relevant, impactful and engaging Actions.
- Leads the ideation, planning and delivery of Project Action strategies and plans, including Activist integration, Action scouting, design, delivery and evaluation of Non-violent Direct Action in line with established regional and international Best Practices.
- Manage and oversee GPSEA Action capacities, such as warehouse, gear, vehicles, contractors
- Manages and monitors the GPSEA Activist Pool, identifies areas for improvement based on strategic needs, develops and delivers Action specific training plans, seeking to strengthen the pool, ensuring a fit-for-purpose Activist pool size and skills, as well as Activist integration and leadership capacity
- Work and maintain reliable and constructive relationships with other programme team members and other relevant units in designing, implementing, monitoring and evaluating the Project Action plans. Closely collaborate with Regional PEA community for alignment of People Power strategies and potentially line-manage a Warehouse and Logistics Coordinator.
- Advocates and secures strong integration of Activists across Greenpeace work, building strong and trusted relationships with the Activist network and allies. Works towards growing a safe, committed and diverse volunteer and activist community that aligns with Greenpeace purpose and vision, focussing on high-performant and skilled action-ready teams.
- Sets, coordinates and reliably delivers Project Action plans in line with campaign and Engagement objectives, including various activities, timelines and budgets
- Maintains PEA Best Practices and Standards and ensures the project and its delivery is in compliance with all relevant policies and guidelines. In collaboration with the project team, evaluates project delivery and impact. Explores and tests ways to improve our volunteer management practices with a specific focus on our Journey and leadership development initiatives and Volunteer segmentation. Monitors, reports and evaluates project relevant PEA capacities and integration opportunities using standard tools such as Gforce tracking and Dashboard monitoring as well as direct volunteer engagement.

Skills and Experience Required:

- The Action Campaigner is committed to nonviolent direct actions and activism in general as a means of affecting change.
- Solid knowledge and a proven track record in project management, campaigning, field logistics, direct action design, planning and delivery.
- Proven experience in capacity development and have developed and delivered trainings in the realms of People Power, Actions and creative campaigning.
- Proven experience in managing and engaging with Actions related communities of practice, can engage, motivate and inspire people and deal with conflicts.
- Excellent communications skills in English (both written and oral) and at least one of the major language spoken in the Southeast Asian region
- Strong documentation, writing and presentation skills.
- Proven ability to prepare meeting minutes and reports
- Demonstrated ability in planning, facilitating and organising meetings
- Demonstrated ability to design and deliver trainings
- Demonstrated ability in project, event and volunteer management
- Excellent computer skills including mastery of program on database management and budget preparation
- Networking skills and ability to communicate with a wide range of sectors and organisations
- Adapt at working with people of different cultures
- Ability to work effectively in a team but also to work independently

THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST

WORKING HOURS

Normal hours of work for full-time Employees will be forty (40) per week or (5) days in a week, at 8 hours per day excluding an hour lunch break. This will be from Monday to Friday, between the hours of 8:30 am to 5:30 pm. Ordinary hours of work may be varied as agreed between staff and the line managers.

LEAVE

A fixed-term employee will be entitled to the following leaves:

Annual Leave: 20 days

Sick Leave: 30 days

Parental Leave: As per labor laws and Greenpeace policy
Compassionate leave: a maximum of 5 days for the death of significant others

SALARY

In determining salary offers for this position, Greenpeace applies its Salary Grading Process, taking into consideration the job description and applicant's previous experience, and the organization's salary grade.

INSURANCE

Greenpeace provides health insurance and travel insurance to its employees.

LEARNING AND DEVELOPMENT

Greenpeace is committed to providing its employees with learning and development opportunities to be able to perform its functions more effectively. Through its mentoring process and annual Performance Management System, staff's development objectives are identified and prioritized.

EQUAL EMPLOYMENT OPPORTUNITY

Greenpeace Southeast Asia is an equal opportunity employer with a longstanding commitment to providing a work environment that respects the dignity and worth of each individual. We recognize and value the benefits and strengths that diversity brings to our employees and the whole organization and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, color, disability, ethnicity, family or marital status, gender, gender identity or expression, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other legally protected characteristic. Selection will be in accordance with objective, job-related criteria and the appointment will be on the basis of the applicant's merits and abilities.

HR POLICIES AND PROCEDURE

Greenpeace management and staff are given guidance on the implications of the equal opportunities policy. Policies and procedures are reviewed to review and adapt current practices to promote equality of opportunity. Other organizational policies and procedures will be fully discussed with the successful applicant.

APPLICATION GUIDELINES

Interested candidates are invited to (1) write Letter an of Introduction, explaining why you are qualified for the position and why they want to work for Greenpeace,
(2) fill out the attached Application form and email it to jobs.ph@greenpeace.org

Deadline for Applications: 7 April 2023

As we receive a large number of applicants for our advertised vacancies, we are unable to respond to those applicants who have not been shortlisted and we apologize for this in advance. If you do not hear from us within two weeks of the closing date, please assume that you have not been shortlisted.

GUIDANCE IN COMPLETING YOUR APPLICATION FORM

1. Read the recruitment pack carefully before completing your application form. The recruitment pack contains information about Greenpeace, about the job you are applying for, and brief information on employment conditions.
2. Write a Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace and complete all items in the application form. Remember that this will be our basis for shortlisting candidates. **Curriculum Vitae (CVs) will not be accepted.**
3. Make sure you email the form to the correct email address (jobs.ph@greenpeace.org), addressed to the HR Department, and ensure that your application form arrives before the closing date. Application forms received after the closing date will not be accepted.
4. If you have questions, kindly email jobs.ph@greenpeace.org

Thank you and we look forward to receiving your application letter and completed application form.