



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: PUBLIC ENGAGEMENT CAMPAIGNER

Position Summary

The position of Public Engagement Campaigner (Fixed Term) shall cover temporarily for a permanent position that was vacated due to a secondment. This position works closely with programme and project leaders and the GPSEA PEA community to ensure high-quality strategic engagement input into projects and to implement and evaluate people-centric engagement strategies. The position is

responsible for the development, maintenance, and monitoring of our public engagement capacities through identifying opportunities for deepening engagement and growth by developing relevant training programmes, and setting activist pathways and engagement journeys for volunteers, audiences and movement partners.

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

Duties and Responsibilities:

- Develop, implement and strengthen organizational people power strategies and capacity, broadening and deepening our people power base and contributing to the integrated supporter journey off- and online, that are aligned with project and country strategies
- Lead the design and delivery of Project level Engagement plans to amplify impact through situational analysis, identifying opportunities, strategic input and design of relevant, impactful and inclusive Public Engagement opportunities
- Provide analysis of relevant groups and movements to identify strategic collaborations that could contribute to greater campaign impact and movement building
- Lead the ideation, development, planning and delivery of public engagement strategies and plans
- Collaborate with Digital and Fundraising staff to design and strengthen country-level integrated engagement journeys, from recruitment to deeper and more meaningful Engagement
- Manage and monitor the country volunteer pool, identify potential leaders; and initiate, develop and deliver training plans
- Build a network of allies in the wider movement and develop strategic relationships with relevant stakeholders to increase GPSEA's movement network
- Maintain reliable and constructive relationships with programme team members and other relevant units in designing, implementing, monitoring and evaluating the integrated engagement strategies
- Collaborate with colleagues from program and fundraising to design, implement and monitor the country supporter journey, and closely collaborate with the regional PEA community for alignment of people power strategies and best practices
- Ensure the growth and integration of volunteers into Greenpeace work, develop and maintain strong and trusted relationships with the volunteer network and allies
- Work towards growing a safe, committed, diverse and skilled volunteer community that aligns with Greenpeace purpose and vision
- Ensure and maintain Greenpeace's relationships with external partners and groups, as well as strategic key influencers, in collaboration with other country office colleagues
- Reliably deliver on project engagement plans in line with the country strategy, campaign and engagement objectives, and KPIs
- Maintain PEA best practices and standards and ensure the project and its delivery comply with all relevant policies and guidelines
- In collaboration with project teams, evaluate project delivery and impact
- Explore and test ways to improve our supporter outreach and volunteer management practices with a specific focus on journey and leadership development initiatives and segmentation
- Monitor, report and evaluate project-relevant PEA capacities and opportunities using standard tools such as Gforce tracking and Dashboard monitoring as well as direct volunteer engagement.
- Manage project-level public engagement budget

Skills and Experience Required:

- Solid knowledge and a proven track record in project management, campaigning, basic logistics, organizing and mobilization.
- Proven experience in capacity development and have developed and delivered training in organizing community events, mobilization, and creative campaigning.
- Proven experience in managing and engaging with public engagement-related “communities of practice”, can engage, motivate, and inspire people and deal with conflicts.
- Committed to activism and nonviolent direct actions as a means of affecting change.
- Excellent communication skills in English and Filipino (both written and oral).
- Strong documentation, writing, and presentation skills.
- Proven ability to prepare meeting minutes and reports.
- Demonstrated ability in planning, facilitating, and organizing meetings.
- Demonstrated ability to design and deliver training.
- 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 organizations.
- Works effectively with people of different cultures.
- Ability to work effectively in a team but also to work independently and unsupervised.

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 permanent 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 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: **15 March 2024**

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.

