



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, is comprised of 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 the 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, liveable 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: REGIONAL ACTIONS CAMPAIGNER

Position Summary

The Regional Actions Campaigner will work closely with Programme and project leaders and the Greenpeace Southeast Asia (GPSEA) Actions community to

ensure high quality strategic input on People Power and Non-violent Direct Action (NVDA) plans and opportunities in line with Programme and Engagement objectives. The Regional Action Campaigner amplifies the GPSEA Programme by advocating for People Power and Activism in our Theories of Change, by supporting our community towards innovative, inclusive and inspiring Actions and by ensuring the availability and the development of needed NVDA capacities.

This is a full-time position based in any of GPSEA Office (Bangkok, Jakarta, Manila & Kuala Lumpur).

Duties and Responsibilities:

- Advocate Action-Led Campaigning in GPSEA and oversee the design, planning and implementation of creative confrontations organised GPSEA National Offices by:
 - Strengthening organisational action and people power capacity in line with the Regional Engagement Strategy and the Regional Public Engagement and Actions (PEA) Vision
 - Advocating smart risk taking and challenging the risk appetite in the project plans.
 - Providing Actions focused strategic input for the priority project plans.
 - Analyzing, adopting and aligning the Action sign off, planning and implementation processes to increase creativity, innovation and overall quality in each of the GPSEA national offices.
 - Working with country teams to increase the impact, quality and the creativity of the actions delivered by the actions Community of Practice (CoP) members.
- Through situation analysis, identify capacity building needs for each of the national action teams and address the needs by:
 - Designing and facilitating trainings, workshops and skillshares for the regional Actions Community of Practice
 - Providing mentorship and coaching for the Action CoP members in regards to all aspects of their job based on the need that will be identified case by case.
 - Bringing in international experts based on the identified capacity needed.
- Scan through the existing project plans across the region and oversee and coach the national Actions Campaigner in providing strategic action input.
- Oversee the implementation of relevant Best Practices, health and safety policies, other guidelines and new concepts through appropriate tools and methods.
- Occasionally, take part in national project teams to design, plan and implement actions or to support the national Action Campaigner in doing so.
- Oversee, design and/or adopt internal sign-off processes to enable smooth, creative and innovative actions(NVDA/Photo Op/Direct Communication/Mass protest) preparation and implementation
- Provide input into the development and implementation of the various activist training programs and as needed, act as a trainer, especially in one's field of expertise.

- In collaboration with national PEA Managers, develop and put in place a regional action Capacity development plan including metrics and monitoring, in line with regional Programme priorities.
- Lead the GPSEA Action CoP by creating and maintaining an effective working culture that fosters collaboration, skillshare and support.
- Ensure and facilitate the connection between the regional and the international Actions Communities of Practice
- Collaborate with the Regional Security Manager to adopt and design action preparation processes that are in line with regional security needs
- Collaborate with various program team members such as campaigners, project Leaders and communication experts to advocate Action Led Campaigning and coach/guide them on action best practices.
- On occasion, represent Greenpeace to the media, authorities, allies or opponents.
- Maintains and builds strong relationships and collaboration with networks beyond Greenpeace and engages in regular scanning of the "outside world" in order to stay updated on current developments, innovations and trends and to have a network for strategic alliance building and outreach.
- Develops, facilitates and leads the delivery of the action related objectives and tasks in the context of evolving calendars and agendas, while incorporating new lessons learnt and optimising policies and procedures, seeking to amplify and improve the community's impact regionally.
- Provides strong resources and project management, overseeing, coaching and guiding the regional PEA Community in strategic programme support and capacity building, volunteer management and Action development, in line with Engagement and PEA priorities
- Is instrumental in developing quality standards and processes for actions work regionally, identifying and developing a monitoring & evaluation framework including objectives, metrics and monitoring systems.
- Based on capacity assessments and needs analysis, drives a capacity building programme to sustain, develop and improve strategically the regional Actions and People Power capacities.
- Contributes to regional Engagement and PEA performance through open sharing of evaluations and lessons learnt and a culture of collective learning.

Skills and Experienced Requirements:

Essential Qualities and Skills:

- Proven team leadership, management abilities and personnel assessment skills
- ability to work in an intercultural context
- strong communication skills
- process management, facilitation and creativity
- Experience in coordinating and/or team leading in direct actions and/or experience in managing large teams of people in complex and stressful situations

- Excellent written and oral communications skills in English – a regional language is desired
- Excellent organizing, project management, and planning skills
- Budget management experience
- Ability to work effectively in a team environment, team player
- Ability to be self-directed and to work well under pressure
- Commitment to the ideals of Greenpeace, including a global perspective
- Commitment to non-violence
- Understanding of environmental and peace issues
- Understanding of health and safety issues relating to direct actions
- Diverse research skills
- Ability to work with confidential information
- Computer literate.
- Ability and willingness to travel extensively.

Desirable Qualities and Skills:

- Experience as a trainer in one or more of; boat driving, climbing, NVDA, wilderness first aid, hazmat, security.
- Experience in the field of arts, design and creativity.
- Experience working with ships or other vessels
- Experience working as a Campaigner
- Experience working within a complex organization

THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST

WORKING HOURS

Normal hours of work for full time Employee 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: maximum of 5 days for the death of significant others

SALARY

In determining salary offer 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 is committed to the principle of Equal Employment Opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of 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 to 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 you want to work for Greenpeace, (2) fill out the attached Application form and email to jobs.ph@greenpeace.org

Deadline for Applications: 26 January 2022

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 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.