



RECRUITMENT PACK

Greenpeace in Southeast Asia

Greenpeace opened our first office in Southeast Asia in 2000. In that time 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 to catalyze an energy revolution, protect ancient forests and our oceans, create a toxics-free future and create a shift to sustainable agriculture.

Greenpeace has four offices in Southeast Asia (GPSEA) —in Thailand, Indonesia, Philippines and Malaysia and currently composed of: Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, Operations Support (Human Resources, Finance & Admin, Information Technology, Security) and Executive Office. Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the direct dialogue fundraisers.

THE POST: Direct Dialogue City Coordinator

Position Objective

The Bangkok City Coordinator is responsible for implementing performance and team management monitoring systems, which will ensure the efficiency and effectiveness of the Direct Dialogue Program (Face to Face Fundraising Program) in order to meet the fundraising target. He/she will also mentor and develop the team, provide reasonable support for the Direct Dialogue Campaigner Team in the assigned Bangkok Office.

Duties and Responsibilities

- Ensure that the DDC team performance meet the planned target (at the least) i.e. number of sign-ups, number of supporters, sign-up rate, working hours and income from new supporters etc.
- Be responsible for and take immediate action to up the performance of the DDC team, in case the team fails to perform.
- Daily manage, supervise and motivate DD teams in order to meet the set target.
- Work with Coach on training, coaching and development of Team Leaders and DDC
- Manage the hiring (by working with DDC Recruitment Officer), firing and disciplinary issues (by working with HR Staff) of the DD Teams and Team Leaders with sound justice.
- Monitor performance of DDC and ensure that fundraisers operate within guidelines and maintain high standard of the operation and proper conduct.
- Work with DDC Recruitment Officer to ensure that enough DDC are recruited within designated teams.
- Set up of teams when required.
- Ensuring that high standards are followed in the recruitment processes and training delivery.
- Maintain and develop staff retention programs and rewards

- In conjunction with Team Leaders, implement strategies to attract and keep high motivated, professional DDC
- Ensure open and clear communication lines between DDC – TL – City Coordinator – DD Territory Coordinator - DD Coordinator – FRD, recruit new venues in the Bangkok and the neighborhood provinces, build good relationship with the venue management to ensure that high standards of venues are consistently provided to meet DD target
- Liaise with Database Officer to ensure any necessary bank information is communicated to teams, Liaise with Public Outreach Manager when necessary, Run Team Leader meetings and Team meetings

Requirements

- Bachelor's Degree in any field.
- Good in Ms. Excel, Word and PPT.
- Calm under pressure with a good service Minded and team player
- Problem-Solving Skills
- Good communication skills in English in writing, speaking and presenting.
- Good skills of project development with power point presentation.
- Good leadership skills in managing and supervising teams.
- Very organized with the ability to manage budgets and people.
- Able to travel to other provinces on weekends and public holidays.
- Passion for Greenpeace cause and Core Value
- Basic campaign perspective
- Good communication skill and human skill, Result oriented, Matured and non-biased
- Sale Team management
- Motivation skill

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 6: 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: 7 days

Sick Leave: 30 days

Casual Leave: 8 days

Parental Leave: as per policy

Maternity Leave: as per government rules and regulations and Greenpeace policy

Compassionate leave: as per policy

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, life insurance and travel insurance to its permanent 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 write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace, fill-up the attached Application form

and email to:

jobs.th@greenpeace.org

Deadline for Applications: January 31, 2022

We regret that we shall be unable to acknowledge receipt of the form but should you wish to confirm that we have received your application, please call our office at tel. +66 3571921.

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. Complete all items in the application form. Remember that this will be our basis for shortlisting candidates. Make sure you email the form to the correct email address (jobs.th@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.
3. If you have questions, kindly email jobs.th@greenpeace.org.

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