



## SOUTHEAST ASIA

### RECRUITMENT PACK AND JOB DESCRIPTION

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: Venue and Event Administrator based in Bangkok**

### **Position Summary**

The Venue and Event Administrator is responsible to assist and support Venue and Event Officer for venue planning and providing quality/sufficient venues where audiences match to Greenpeace's donor profile for Face to Face Fundraising Program (Direct Dialogue Campaign - DDC) in order to have potentially recruit quality financial supporters. And also to build and retain a good relationship with venue owners or venue managers in the future resume.

### **Duties and Responsibilities:**

- Working closely with Venue and Event Officer in order to support him/her to secure the quality indoor and outdoor venues plan for Face to Face Fundraising Program
- Monitoring and exploring for making sure that we get the right venues where it matches to our donor target based on Fundraising strategy.
- Immediately reporting the problems when Face to Face fundraisers (DDCs) is raising the venue where provided is in wrong spot.
- Finding opportunities from media or campaign programs for Face to Face fundraising events supervised by Line Manager
- Exploring and collecting the potential of free venue rental contacts i.e. Government office building, State Enterprise buildings and etc.
- Assisting and supporting the Venue and Event Officer on the day to day basis or when required.

### **Requirements:**

- Bachelor's Degree in any field.
- At least 1-3 years of experience in event management
- Well verse in Ms. Excel, Word and Powerpoint.
- Good communication in English (writing, speaking and presenting).
- Good leadership in managing and supervising teams with strong problem-solving skills.
- Ability to manage the area, budget, people and venue.
- Able to travel to other provinces on weekends and public holidays.

## **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**

An employee will be entitled to the following leaves:

Annual Leave: 7 days

Casual Leave: 8 days

Sick Leave: 30 days

### **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 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 recognise 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, colour, 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 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.th@greenpeace.org](mailto:jobs.th@greenpeace.org)

**Deadline for Applications: 30 January 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 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](mailto: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.th@greenpeace.org](mailto:jobs.th@greenpeace.org)

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