



RECRUITMENT PACK

Greenpeace SEA, 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 Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent, direct action against environmental abuse and destruction.

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

Greenpeace acts to change attitudes and behavior, to protect and conserve the environment and to promote peace by:

- **Catalyzing an energy revolution** to address the number one threat facing our planet: climate change.
- **Defending our oceans** by challenging wasteful and destructive fishing, and creating a global network of marine reserves.
- **Protecting the world's ancient forests** and the animals, plants and people that depend on them.
- **Creating a toxic free future** with safer alternatives to hazardous chemicals in today's products and manufacturing.
- **Campaigning for sustainable agriculture** by rejecting genetically engineered organisms, protecting biodiversity and encouraging socially responsible farming.

Greenpeace, an international environmental non-government organization, is comprised of 26 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 abuse. 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 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: Action Campaigner

Job Summary:

Position Objective *(Summary of placement in the function and broad responsibilities)*

The Action Campaigner is a member of the Public Engagement and Actions (PEA) Unit. This role is responsible for amplifying the impact of campaign projects through strategic, people-centric high-impact Actions. This role is expected to 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.

The objective of the PEA Unit is to amplify Greenpeace’s campaigning impact through People Power, Movement Building and Action-led Campaigning, both off- and online. The unit builds and enhances GPSEA’s People Power capacities through strengthening and overseeing the country supporter journey, cultivating volunteer leadership and the volunteer skills pool, and building and maintaining a strong network with allied movements. The unit works in close coordination with the other units in the Program Department, as well as with the Fundraising Department.

This role is responsible for strategizing and guiding teams in the development and delivery of creative, innovative, inclusive and inspiring People Power and Action-led campaigning strategies as an integral part of Greenpeace’s work to inspire individual and collective activism.

Duties and Responsibilities *(Functional statements defining the responsibilities and objectives)*

Purpose <i>*substantive contribution of the job</i>	Conceptual	<ul style="list-style-type: none"> Deliver Action/NVDA plans to amplify the impact through situational analysis, identifying opportunities, and design of relevant, impactful and engaging Actions.
	Applied	<ul style="list-style-type: none"> Lead the development , planning and delivery of Action strategies and plans, that are aligned with campaign, project, and organizational strategies. This includes situational analysis, strategic identification of action moments, activist integration, action scouting, design, delivery and evaluation of Non-violent Direct Action in line with established regional and international Best Practices.

		<ul style="list-style-type: none"> ● Build organisational people power and action-led campaigning capacity. Collaborate in the design of Project Engagement and specifically deliver Action/NVDA plans to amplify campaign impact ● Manage and oversee GPSEA Action capacities, such as warehouse, gear, vehicles, contractors and securing a safe and healthy, fit for purpose Activist pool. ● Manages and monitors the GPSEA Activist Pool, building relationships, identifying areas for improvement, initiates, develops and delivers Action specific training to strengthen Activist integration and leadership capacity.
Engagement <i>*internal and external communications</i>	Internal	<ul style="list-style-type: none"> ● Work and maintain relationships with other programme team members, and other Greenpeace communities in designing, implementing, monitoring and evaluating the Project Action plan to ensure alignment with country strategy and integrated supporter journey. Closely collaborate with Regional PEA community for alignment of People Power strategies and potentially line-manage a Warehouse and Logistics Coordinator.
	External	<ul style="list-style-type: none"> ● Secures integration of Activists across Greenpeace work. Build strong and trusted relationships with the Activist network and allies. Works towards a safe, committed and diverse volunteer and activist community, and skilled ready for action teams.
Delivery <i>*organisation and planning elements</i>	Timeliness	<ul style="list-style-type: none"> ● Sets, coordinates and reliably delivers Project Action plans in line with campaign and Engagement objectives, including various activities, timelines and budgets.
	Quality	<ul style="list-style-type: none"> ● Maintains PEA Best Practices and Standards and ensures the project is in compliance with all relevant policies and guidelines. Explores and tests ways to improve our volunteer management practices with a specific focus on our Journey development and Volunteer segmentation. Monitors, reports and evaluates project relevant PEA capacities and integration opportunities using standard tools such as Gforce tracking and Dashboard monitoring.

Requirements (<i>Education, experience and technical competencies required of the job</i>)	
Level of Education:	Bachelor Degree
Field of Study:	Any field
Work Experience:	<ul style="list-style-type: none"> ● At least 3 years of experience in project management, campaigning, field logistics, direct action design, planning and delivery. ● Proven experience in capacity / process development and delivered training in the

	<p>realms of Actions and creative campaigning.</p> <ul style="list-style-type: none"> ● Proven experience in managing and engaging with Actions related communities of practice. Able to engage, motivate and inspire people and deal with conflicts. ● Good communication skills in English (both writing and speaking).
Training or Certificate:	n/a

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: 20 days

Sick Leave: 30 days

Parental Leave: As per labour 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 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

Deadline for Applications: 25 February 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), 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

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