



## **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: Public Engagement Campaigner**

### **Job Summary:**

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

As a Public Engagement Campaigner you are a member of the Greenpeace Southeast Asia Public Engagement and Actions (PEA) Unit.

The role of the PEA Unit is to further GPSEA's Campaign and Engagement objectives through People Power and Movement building, off- and online.

The unit focuses on amplifying campaign project impacts through smart people power operations and on building and strengthening GPSEAs People Power capacities through strengthening our Volunteer and skills pool and building a strong network with allied movements.

As a Public Engagement Campaigner, you will work closely with Programme and project leaders and the GPSEA PEA community to ensure high quality strategic input into projects, initiate people-centric project engagement strategies and implement and evaluate them. You will also be responsible for the development, maintenance and monitoring of our PE capacities, identify opportunities for deepening engagement and growth by developing relevant training programmes, set activist pathways and deliver trainings to our Volunteers and movement partners.

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

<b>Purpose</b>  <i>*substantive contribution of the job</i>	<b>Conceptual</b>	<ul style="list-style-type: none"> <li>Strengthen organisational people power capacity, broadening and deepening our people power base and contributing to the integrated supporter journey off- and online, aligned with project and country strategies.</li> <li>Lead in 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.</li> <li>Provide analysis of relevant groups and movements, identify potential collaborations that could contribute to greater campaign impact and movement building.</li> </ul>
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	Applied	<ul style="list-style-type: none"> <li>Leads the ideation, planning and delivery of project public engagement strategies and plans, including Event management, Volunteer integration, design, delivery and evaluation of Public Engagement events. Manages and monitors the country Volunteer Pool, identifying potential leaders, initiates, develops and delivers training plans. Strives to strengthen country level integrated Engagement Journeys, from recruitment to deeper and more meaningful Engagement.</li> <li>Builds a network of allies in the wider movement and develops strategic relationships with relevant stakeholders to increase GPSEAs movement network.</li> </ul>
<b>Engagement</b>  <i>*internal and external communications</i>	Internal	<ul style="list-style-type: none"> <li>Work and maintain reliable and constructive relationships with programme team members and other relevant units in designing, implementing, monitoring and evaluating the integrated project engagement strategy as well as contributing to the overall country supporter journey</li> <li>Closely collaborate with Regional PEA community for alignment of People Power strategies and Best Practices.</li> </ul>
	External	<ul style="list-style-type: none"> <li>Ensures the individual growth and integration of Volunteers into GP work, developing and maintaining strong and trusted relationships with the volunteer network and allies.</li> <li>Works towards growing a safe, committed, diverse and skilled volunteer community that aligns with Greenpeace purpose and vision,</li> </ul>
<b>Delivery</b>  <i>*organisation and planning elements</i>	Timeliness	<ul style="list-style-type: none"> <li>Sets, coordinates, adapts and reliably delivers on project engagement plans in line with campaign and engagement objectives and KPI's, including various activities, timelines and budgets.</li> </ul>
	Quality	<ul style="list-style-type: none"> <li>Maintains PEA Best Practices and Standards and ensures the project and its delivery is in compliance with all relevant policies and guidelines. In collaboration with project team, evaluates project delivery and impact. Explores and tests ways to improve our volunteer management practices with a specific focus on our Journey and leadership development initiatives and Volunteer segmentation. Monitors, reports and evaluates project relevant PEA capacities and opportunities using standard tools such as Gforce tracking and Dashboard monitoring as well as direct volunteer engagement.</li> <li>Manages project level public engagement budget</li> </ul>

<b>Requirements</b> ( <i>Education, experience and technical competencies required of the job</i> )	
<b>Level of Education:</b>	Bachelor Degree
<b>Field of Study:</b>	Any field

<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>• At least 1-3 years of experience in project management, campaigning, basic logistics, organizing and mobilization.</li> <li>• Experience in managing and engaging with Public Engagement related communities, able to motivate, inspire people and deal with conflicts.</li> <li>• Experience in capacity development and have developed and delivered trainings in the realms of Community Organising, mobilisation and creative campaigning.</li> <li>• The Public Engagement Campaigner is committed to activism and nonviolent direct actions as a means of affecting change.</li> <li>• Excellent communications skills in English and Thai (both writing and speaking).) and at least one of the major language spoken in the Southeast Asian region</li> <li>• Strong documentation, writing and presentation skills.</li> <li>• Proven ability to prepare meeting minutes and reports</li> <li>• Demonstrated ability in planning, facilitating and organizing meetings</li> <li>• Demonstrated ability to design and deliver trainings</li> <li>• Demonstrated ability in project, event and volunteer management</li> <li>• Excellent computer skills including mastery of program on database management and budget preparation</li> <li>• Networking skills and ability to communicate with a wide range of sectors and organizations</li> <li>• Adapt at working with people of different cultures</li> <li>• Ability to work effectively in a team but also to work independently and unsupervised.</li> </ul>
<b>Training or Certificate:</b>	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](mailto: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](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.