

GREENPEACE

SENIOR CLIMATE CAMPAIGNER

(1 year temporary contract)

Greenpeace stands for positive change through action: the courage, independence and global reach to defend nature and promote peace.

RECRUITMENT
PACK



INFORMATION FOR APPLICANTS FOR THE POST OF TEMPORARY SENIOR CLIMATE CAMPAIGNER

Thank you for your interest in applying for the Temporary Senior Climate Campaigner role. This pack is designed to give you an insight into us and our work, plus details of the job and the people you'll be working with.

THE ORGANISATION

As you may already know, Greenpeace is staffed by people who share a passion about our planet. We stand for positive change through action to defend the natural world and promote peace. We investigate, expose and confront environmental abuse by governments and corporations around the world. We champion environmentally responsible and socially just solutions, including scientific and technical innovation.

We rely almost entirely on voluntary donations from our 140,000 individual supporters, with a small amount of grant-support from foundations. We do not solicit or accept donations from governments, corporations or political parties. We neither seek nor accept donations which could compromise our independence, aims, objectives or integrity.

The 100 people working in the UK are employed in various capacities; campaigning, media, fundraising, IT, administration, supporter relationships, finance, actions logistics human resources and others. Our office has been purpose designed to provide the best possible working conditions on an environmentally sound basis.

We have our own cook and organic vegetarian and vegan lunches are available Tuesdays to Fridays.

THE CAMPAIGNS

Greenpeace campaigns in the UK are designed to implement the overall global campaign strategy of Greenpeace International but also reflect national and regional concerns. In 2011 the main priority campaign in the UK will be climate

change; our other key campaigns are forests, ocean protection and disarmament. Our campaigns are not just about raising problems, but also promoting the solutions to those problems, such as renewable energy and clean production methods. (Visit our website at www.greenpeace.org.uk for information on our current campaigns.)

Campaigns are carried out by teams of varying size and composition, depending on the priority status of that particular issue. Campaigners may occasionally be reassigned from one issue to another, depending on the precedence of an issue we are working on at a given time.

The priority campaigns are run by a core team of dedicated campaigners who work together with a number of specialists in areas such as direct action, media, science, marketing, political and legal work. These teams are closely managed by a senior campaigner but each campaigner takes individual responsibility for delivering key parts of the Greenpeace campaign portfolio.

Campaigners are at the frontline of Greenpeace's work. They develop strategy and tactics and design and implement project work.

THE CLIMATE CAMPAIGN TEAM

Within the overall context of stopping climate change, our related campaign work is currently focused on finding solutions to the energy and transport problems we face, in order to phase out use of fossil fuels and promote-clean energy solutions.

THE POST OF TEMPORARY SENIOR CLIMATE CAMPAIGNER

This post will be assigned to the Climate Campaign, based in our London office. This post is temporary for 1 year.

The post requires:

- experience of and enthusiasm for working in large self-directing teams
- real campaign experience and a track record of making things happen and achieving change
- ability to cope with some of the technical detail involved in working on climate change issues

- be willing to challenge powerful governments and corporations
- skills to communicate effectively and positively with other organisations and individuals
- creativity and enthusiasm to organise high profile campaign projects that appeal to the public and media alike
- ability to manage a small team and individual projects
- willingness to occasionally spend short periods away from the UK on international duties
- support for Greenpeace campaigns and belief that peaceful direct action is a valid element in effective campaigning

The Campaigns are managed by the Campaigns Director or Campaign Manager.

WHO WE ARE LOOKING FOR

We are seeking an experienced campaigner who can initiate, develop and lead campaign projects and manage small multidisciplinary teams. We are not necessarily seeking an expert in a specific field, as you should expect to work on any of our campaigns depending, on the needs of the organisation.

JOB DESCRIPTION

POST:	Temporary Senior Climate Campaigner
UNIT:	Climate Campaign
GRADE:	4
LINE MANAGEMENT RESPONSIBILITY FOR:	Assistant Campaigner / Campaigners
RESPONSIBLE TO:	Campaign Director/ Manager

OVERALL PURPOSE OF JOB:

To manage and lead a core campaign team and ensure the successful co-ordination of larger projects as required. To ensure the effective delivery of Greenpeace campaigns using a range of campaign and communication skills and acting according to the highest standards.

MAIN AREAS OF RESPONSIBILITY

1. Campaign Management

- (a) Manage and lead a core campaign team
- (b) Co-ordinate larger campaign projects involving campaign team members, seconded staff, contractors and freelances as appropriate
- (c) Participate as a member of the Campaign Group through the provision of accurate and timely information about the campaign's activities for overall scheduling and resource management purposes
- (d) Delegate projects as appropriate to core team members
- (e) Supervise consultants
- (f) Take responsibility for effective liaison and relationship building with other units within Greenpeace as well as senior staff and international colleagues.

2. Campaign Work

- (a) Take responsibility for planning and developing campaign projects within the specific campaign area as well as supervising work by other core team members
- (b) Analysing short, medium and long term developments within the specific campaign area and making appropriate recommendations for action to the Campaign Group
- (c) Undertake specific campaign project work as well as delegating other projects to core team members. Such campaign project work is likely to involve a mixture of different techniques including non-violent direct action, the use of on-line and off-line media, political and corporate work, direct communication with the public and the development of legal strategies. The senior campaigner is also expected to understand (or develop understanding of) the key aspects of campaign planning ie strategy development (at issue and project level), communications strategy development and tactical planning
- (d) Undertake appropriate research and utilise information in pursuit of campaign objectives. This requires the development of expertise in the specific campaign area both by the senior campaigner and other core team members
- (e) Monitor relevant campaign developments internationally, both within Greenpeace International and externally
- (f) Take responsibility for managing campaign information databases and ensuring the proper documentation and archiving of campaign records
- (g) Adhere to individual campaign project deadlines and manage personal workload accordingly.
- (h) Act as a representative of Greenpeace to external bodies/the media as appropriate.

3. Team Leadership

- (a) Provide line management and leadership to all core team members in accordance with current management practices and policies.

- (b) Ensure that all members of the team follow the appropriate campaign planning procedures.
- (c) Decide on the specific individual team roles, delegating appropriately, in conjunction with the Campaign Director.
- (d) Identify any skill and resource shortages.
- (e) Monitor and record the performance of all team members on a regular basis, give accurate feedback to team members when appropriate and at annual appraisals.
- (f) Take responsibility for setting deadlines and ensuring these are met.
- (g) Facilitate effective team working

4. Administration and Budget Management

- (a) Manage personal workload effectively and be generally self-servicing.
- (b) Prepare and manage the campaign team budget and any specific campaign project budgets. Delegate project budgets as appropriate to core team members
- (c) Ensure that team meetings are well organised, effective and that accurate minutes are taken when necessary.
- (d) Ensure that accurate records are kept during the planning, execution and evaluation stages of campaign projects. This should include full documentation relevant to the issue (e.g.: press cuttings, journals, parliamentary records, technical/scientific papers)

5. Other Duties

- (a) Participate in wider discussions at the Campaign Group concerning the campaign programme and overall campaign strategy
- (b) Ensure the work of the team is effectively and appropriately communicated to other staff within the UK and internationally
- (c) Undertake any other duties, appropriate to the post, as delegated by the Campaign Director.

PERSON SPECIFICATION

POST: Temporary Senior Climate Campaigner

UNIT: Climate Campaign

GRADE: 4

Listed below are the requirements needed to undertake this job. Selection of candidates will be based on the extent to which these requirements are met.

Campaigns

- Knowledge and experience (minimum 3 years) of campaigning and an understanding of how campaigning can achieve change
- Understanding of the importance of the role of communications in campaigning
- Ability to devise and conduct innovative, high quality communication in campaigns
- Ability to analyse issues in terms of campaign opportunities and in terms of overall strategic objectives
- Ability to use initiative and creativity in devising campaign strategies and achieving objectives
- Ability to be innovative and imaginative in solving problems arising out of campaigns
- Ability to understand the use of information in support of campaign objectives.

Specific expertise in one or more, and ability to become skilled in the following key campaign outputs:

- Use of Direct Action
- Public Communication and Engagement activities
- Use of Traditional and New Media
- Political and Corporate work
- Use of science and of the law
- UK energy or transport policy

Management

- Ability to line manage staff members in a core campaign team
- Ability to co-ordinate external consultants, volunteers and seconded staff to achieve a specific campaign outcome
- Ability to manage individual projects
- Ability to provide leadership and motivation to a core campaign team

Team Membership

- Experience of and preference for team working
- Ability to work constructively with other team members
- Ability to work through conflict constructively with others
- Ability to recognise own and other's strengths and weaknesses

Communication

- Experience of employing effective negotiation and persuasion
- Ability to make and maintain effective contacts and relationships
- Ability to communicate effectively and appropriately with a wide range of people both verbally and in writing.
- Ability to communicate clearly in face-to-face meetings and in difficult circumstances
- Ability to make effective presentations

Organisation

- Ability to prioritise and organise own and other's work
- Ability to plan campaigns in terms of resources and scheduling
- Word-processing skills (preferably word for windows)
- Ability to work to tight deadlines.

Personal Qualities

- A drive to win
- Interest in the politics and sociology of achieving change within UK society
- Willingness to work on a wide range of issues
- A high degree of initiative
- Self-motivation
- Personal belief in and support for the aims and activities of Greenpeace
- Willingness to work unsocial hours as required.
- Ability to keep calm under pressure

CONDITIONS OF EMPLOYMENT

PAY

The post of Temporary Senior Climate Campaigner is graded on Greenpeace Grade 4 and the salary scale is as follows:

Point	Salary per annum
19	£39,756
20	£41,172
21	£42,636
22	£44,136
23	£45,696
24	£47,304

The commencing salary will be on point 19, £39,756 per annum. Increments are awarded each January subject to satisfactory service and at least six months in post/grade. Any relevant cost of living increases are normally applied, subject to Board approval, in January each year. Salaries are paid mid-monthly via bank credit transfer.

WORKING HOURS

The full time working week is currently 37.5 hours. There may be occasions when these hours are exceeded and unsocial hours working may be required. Overtime is not paid, but time off in lieu can be negotiated with your line manager.

LEAVE

Annual leave is 25 days per year plus one additional day for every full year of employment up to a maximum of 7 additional days for fulltime staff. Leave is calculated on a pro-rata basis for part time staff.

We also offer generous parental and special leave.

PENSION SCHEME

Greenpeace runs a 'contributory' Pension Scheme held with Aviva for the benefit of its employees, with optional 'Salary Sacrifice'. Greenpeace contributes 8.5% of your basic salary, provided employees contribute at least 3%.

PROBATIONARY PERIOD

All new employees will be required to undertake a period of probation for six months, in which time you will be expected to establish your suitability for the post. At the end of this period and subject to a satisfactory performance you will be transferred to the established staff.

RELOCATION EXPENSES

Greenpeace offers assistance towards relocation expenses in certain cases. If you think you might require such assistance you should raise this with the HR unit if you are offered the position.

LOANS

Greenpeace offers an interest free season ticket loan. Loans can also be obtained for the purchase of a bicycle to be used for travel to and from work.

LIFE ASSURANCE

Greenpeace offers a life assurance scheme covering death incurred during employment. Further details about these benefits will be provided if appointed.

TRADE UNION MEMBERSHIP

Greenpeace recognises the Unite Union. The Union has sole consultation rights within Greenpeace for terms and conditions of employment and other matters concerning staff. Greenpeace encourages all employees to join the union.

FLEXIBLE WORKING

Greenpeace will consider applications for flexible working arrangements. For further information please ask the Human Resources department for the policy.

Greenpeace will enable as many jobs to be open to job sharing as is operationally practicable.

LEARNING AND DEVELOPMENT

Greenpeace is committed to the learning and development of all staff members. Training needs are highlighted through the annual appraisal scheme and development needs are continuously reviewed. As part of this we offer a combination of in house and external training opportunities throughout the year.

Greenpeace also offers study leave for courses related to your work and assistance is available for relevant further education qualifications. For further information on learning and development opportunities please speak to the Human Resources Team.

CHILDCARE VOUCHERS

Greenpeace provides childcare vouchers as part of a salary sacrifice scheme to eligible employees offering tax and National Insurance savings on monthly salaries. Full details will be provided upon request if appointed.

CYCLE TO WORK SCHEME

Greenpeace runs a Cycle to Work Scheme through www.cyclescheme.co.uk which offers eligible staff a tax-effective method of obtaining a bicycle for travel to work. Full details will be provided upon request if appointed.

POLITICAL REPRESENTATION

Greenpeace is a non-party political organisation and it is important for its future that this should remain the case. It is, therefore, a condition of employment that employees shall not normally stand for any official position within a political party.

TO APPLY

Initially please refer to the Person Specification for this role to check that you meet the criteria that are necessary for the job.

Then send us your CV and a covering letter **by the closing date** via email to: recruitment@uk.greenpeace.org or fax to 0207 865 8201 or post to:

Human Resources, Greenpeace, Canonbury Villas, London, N1 2PN

CLOSING DATE: 5pm 1st February 2011

INTERVIEWS: 7th February 2011

Please refer to the full guidance on how to apply above – please follow the specific requirements for the covering letter.

For the **covering letter** please use the criteria listed in the person specification to state how you meet the requirements of the role - giving relevant details of your experience, skills and knowledge. Please ensure your covering letter is no more than 2 pages long (2 sides of A4).

We also request that the Monitoring Form is returned with all applications for this post.

We regret that we are unable to acknowledge receipt of your application but should you wish to confirm it has been received, please telephone the HR Department on 020 7865 8272.

As we receive a large number of applications for our advertised vacancies we are unable to respond to those applicants who have not been shortlisted and we apologise for this in advance. If you do not hear from us within a week of the closing date please assume that you have not been shortlisted.

EQUAL OPPORTUNITIES

Greenpeace is an equal opportunities employer. Applicants should note that our recruitment procedures are carried out in accordance with equal opportunities principles and selection is based on how well applicants meet the objective criteria, which are stated as the requirements for the job. We welcome applications from individuals regardless of race, gender, disability, social background, age, marital status or sexual orientation.

GUIDANCE FOR COMPLETING YOUR APPLICATION

Applicants with disabilities and special needs

If you have a disability, which you would like us to take into account, please tell us about this when you apply. Please let us know if we can help and remember that you can request information in large print or in a different format.

Notes to all applicants on how to apply:

- Notes for applicants are supplied and contain information about Greenpeace, the job vacancy and the person required. You should read these carefully to make sure that the job and conditions are suitable.
- It is our intention to appoint the best candidate for every vacancy in accordance with our Equal Opportunities Policy. To do this fairly, within the overall recruitment process at stages throughout the process we will need all applicants to provide relevant information about themselves. This information should be based on the criteria listed in the enclosed person specification and which are regarded as essential to the job.
- **Please provide a CV** outlining your skills and experience. Including contact details of two referees. Please note; we will not take up references until a job offer has been made.
- **Providing a covering letter is the most important part of your application.** It should be used to tell us how you think you meet the selection criteria listed on the *person specification*. Draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities which are relevant to the job. It may be easier to use headings relating to the requirements detailed in the person specification and demonstrate how you meet them.
- **Ensure your covering letter is no more than 2 pages long** (2 sides of A4).

- **Completing the Monitoring Form** helps us to monitor the effectiveness of our Equal Opportunities Policy. The information is detached from the form before shortlisting and kept confidentially within the HR Department.
- Make sure you send your CV and supporting documents to the correct address, marked for the attention of the HR Department and ensure that your form arrives **before** the closing date.

EQUAL OPPORTUNITY POLICY

Greenpeace Ltd recognises that there are disadvantaged groups in our society and aims to provide equality of opportunity in employment to its employees and applicants for employment regardless of sex, marital status, disability, race, colour, nationality, religion, ethnic or national origins, social background, age, sexual orientation or any other characteristic unrelated to the performance of the job.

All reasonably practicable steps will be taken to ensure that problems relating to access or equipment do not debar disabled applicants from employment.

RECRUITMENT

Selection will be in accordance with objective, job-related criteria and the appointed applicant will be chosen on her/his merits and abilities. Greenpeace will endeavour to ensure that employees responsible for staff selection do not discriminate unfairly.

HR POLICIES AND PROCEDURES

Guidance is given to staff on the implications of the equal opportunities policy and, in particular, to those involved in the management of other staff.

The interpretation and application of all conditions of employment are intended to ensure that they are consistent with equal opportunity principles. Policies and procedures are reviewed and updated as necessary to improve, amend or adapt current practices to promote equality of opportunity.

MONITORING

Relevant data is collected to enable the operation of this policy to be monitored. HR details provided by employees or applicants for jobs in order that the operation of the policy may be monitored is kept confidentially and is not used for any other purpose.

HARASSMENT

It is recognised that harassment is a form of discrimination. Harassment is defined as any action that is found objectionable and offensive and threatens an employee's job security or creates an intimidating working environment. Any employee who experiences sexual, racial or any other kind of harassment is encouraged to use the grievance procedure.

ORGANISATIONAL RESPONSIBILITIES

The Executive Director has overall responsibility for implementing and monitoring the effectiveness of this policy. Supervisory staff are under a special obligation to promote equality of opportunity in their own areas of responsibility. All employees have a duty under the terms of this policy not to discriminate unfairly against or harass colleagues or job applicants nor to encourage other members of staff to do so. Unfair discrimination or harassment by an employee will result in disciplinary action, including summary dismissal, where appropriate.

COMPLAINTS

Any applicant who feels that s/he has been unfairly discriminated against during the recruitment process is invited to write to the Executive Director with details. Complaints will be fully investigated. This does not affect the right to complain to an Employment Tribunal in any way.

The Equality & Human Rights Commission are available to give advice, information and assistance in employment matters relating to equal opportunities.

ASYLUM & IMMIGRATION CHECKS (Guidance for Applicants)
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Before anyone starts work with Greenpeace we have a legal obligation to confirm that they are eligible to work in the United Kingdom. This check must be carried out on every potential new employee, regardless of their nationality.

In order for us to determine whether you are eligible to work in the U.K. You will need to produce either of the following documents at the interview:

- **1 Document from list 1** – any original document or;
- **2 Documents from list 2 (combination 1)** – A document listed in group A confirming your national insurance number plus any B-H or;

- **2 Documents from list 2 (combination 2)** A document listed in group A from Work Permits UK Plus and either document from list B-C (Please do not bring photocopies as they are not acceptable forms of evidence)

List 1

Any one of these documents will confirm eligibility to work in the UK

- A passport showing that you are a British citizen, or have a right of abode in the United Kingdom.
- A national passport or national identity card showing that you are a national of a European Economic Area country or Switzerland
- A residence permit issued by the Home Office to a national from an EEA country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as the family member of a national from an EEA country or Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that you can stay indefinitely in the UK, or have no time limit on your stay.
- An Application Registration Card issued by the Home to an asylum seeker stating that you are permitted to take employment.

List 2

Documents that confirm eligibility to work in the UK. They must be produced in combination. You must produce document A and one other document from either the first or second box. We cannot accept one document from the first combination and one from the second.

First combination

- A. A document giving your permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.**

Along with producing a document giving your National Insurance Number, you must also produce one of the following documents listed in section B-H:

- B.** a full birth certificate issued in the United Kingdom, which includes the names of your parents
- C.** a birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- D.** a certificate of registration or naturalization stating that you are a British citizen
- E.** a letter issued by the Home Office to you which indicates that you can stay indefinitely in the United Kingdom, or have no time limit on your stay
- F.** an Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay indefinitely in the United Kingdom, or have no time limit on your stay
- G.** a letter issued by the Home Office to you which indicates that you can stay in the United Kingdom, **and** this allows you to do the type of work you have applied for
- H.** an Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the United Kingdom, **and** this

allows you to do the type of work you have applied for.

Second combination

A. A work permit or other approval to take employment that has been issued by Work Permits UK

Along with a document issued by Work Permits UK, you should also check and copy one of the following documents listed at B-C:

B. A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment in question

C. a letter issued by the Home Office to you confirming that you are able to stay in the UK and take the work permit employment in question.

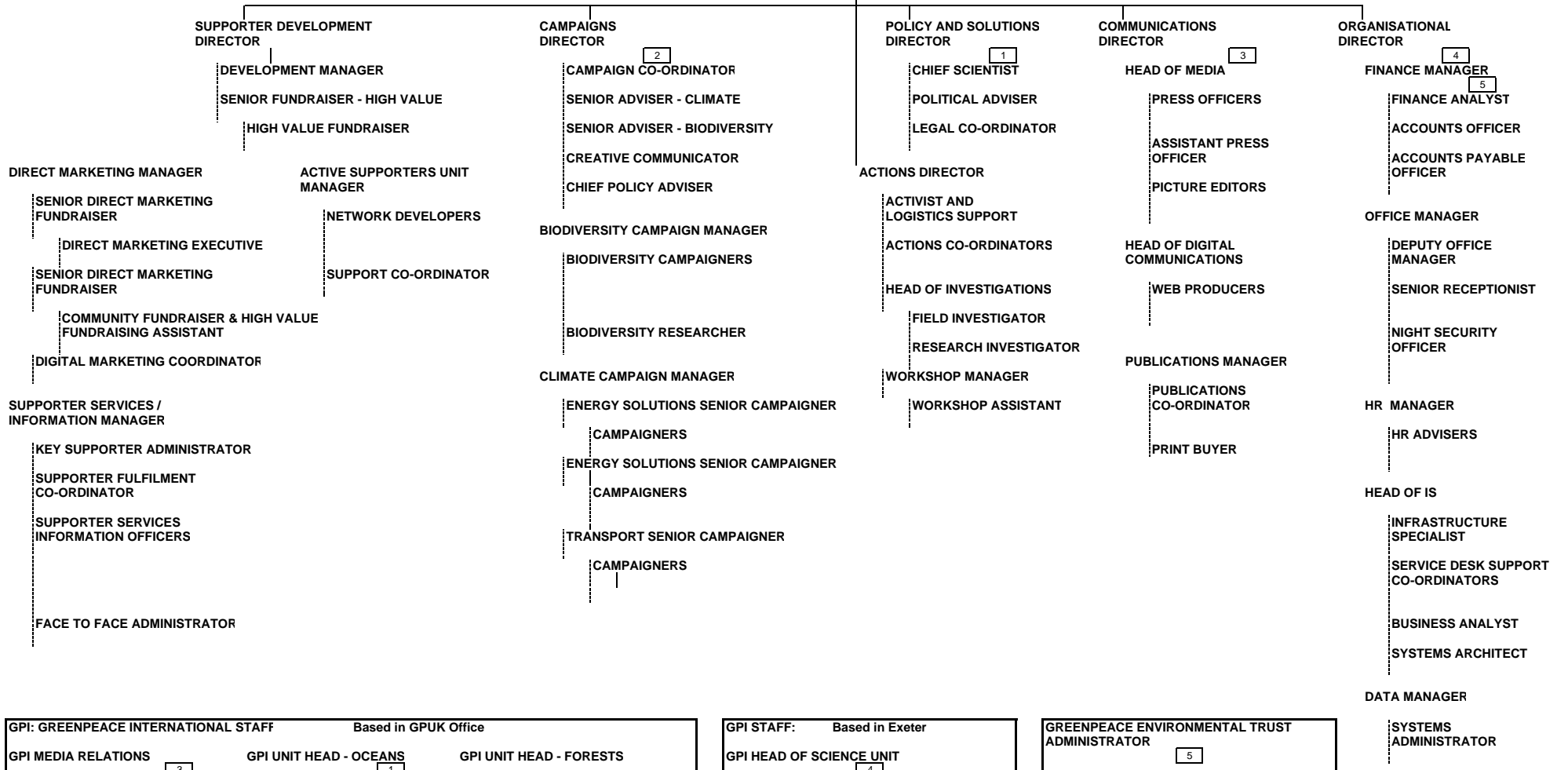


GREENPEACE (UK) BOARD

EXECUTIVE DIRECTOR

Greenpeace
Canonbury Villas
London N1 2PN
Tel: 020 7865 8100
Fax: 020 7865 8200
www.greenpeace.org.uk

GP UK MANAGEMENT STRUCTURE- January 2011



GPI: GREENPEACE INTERNATIONAL STAFF		
Based in GPUK Office		
GPI MEDIA RELATIONS	GPI UNIT HEAD - OCEANS	GPI UNIT HEAD - FORESTS
BOOST PROJECT CO-ORDINATOR	GPI OCEANS CAMPAIGNER	GPI WOOD MARKETS
MAJOR DONOR & FOUNDATIONS SPECIALIST	GPI WHALE CAMPAIGN	GLOBAL CAMPAIGNS COORDINATOR
	GPI CLIMATE CAMPAIGNER	GPI TOXICS CAMPAIGNER

GPI STAFF:	
Based in Exeter	
GPI HEAD OF SCIENCE UNIT	RESEARCH TEAM ADMINISTRATOR
GPI SENIOR SCIENTISTS	
GPI SCIENTISTS	

GREENPEACE ENVIRONMENTAL TRUST ADMINISTRATOR	

n Pastoral Managers above

Getting to the Greenpeace office

Canonbury Villas, Islington, London N1 2PN Tel: 020 7865 8100

The Greenpeace office is located in Canonbury Villas, which is situated at an apex between Upper Street and Essex Road.

London Underground: 

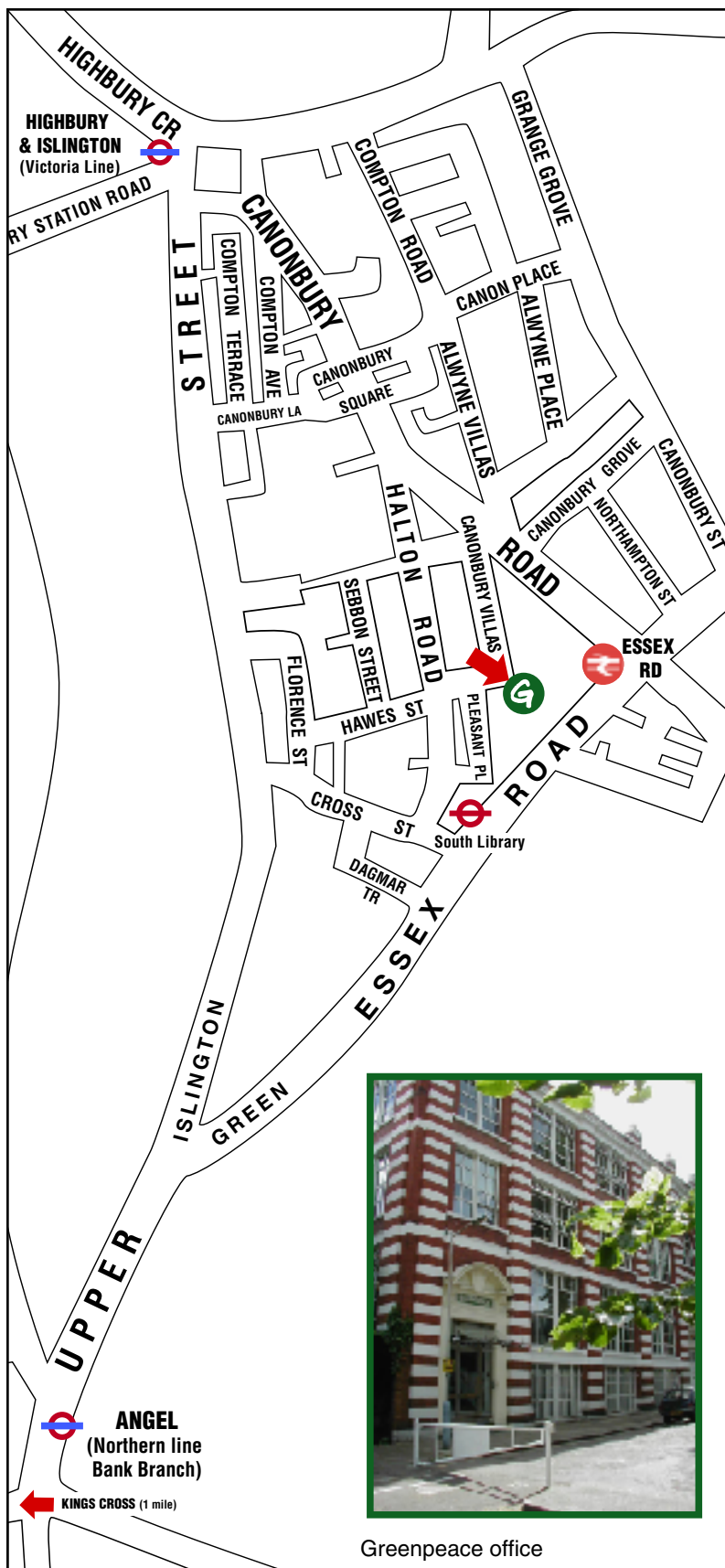
Angel (Northern line, Bank branch) and **Highbury & Islington** (Victoria line) are the nearest tube stations, both within 10/15 minutes walking distance of our office.

Mainline trains: 

Kings Cross and **Essex Road** are the nearest mainline BR stations.

London buses: 

The 38, 56, 73, 341 and 476 buses all stop at the South Library on Essex Road.



Greenpeace office

Greenpeace is an action led organisation working to defend our environment and promote solutions

GREENPEACE