

**Job title** : **Head of Actions and Mobilization**  
**Valid from** : **17/06/2016**  
**Job Grade** : **5**  
**Reports to** : **Programme Director**  
**Line-manages** : **Action Coordinators, Greenwire Community and Volunteers Coordinators, Warehouse staff.**

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### OVERALL PURPOSE OF THE JOB

Responsible for the design, the implementation and the regular review of an Action & Mobilization strategy aligned with all levels of Greenpeace International (GPI) and Greenpeace Belgium (GPBE).

Oversee the development, preparation, execution and evaluation of Non Violent Direct Actions (NVDA), mass NVDA, action led and people-powered campaign strategies. This includes the continuous development of expertise related to the broad field of skill related to (mass) NVDA and people-powered concepts and implementations.

Oversee the development, preparation, execution and evaluation of Mobilization activities on cross level concepts. This includes the continuous development of expertise related to the broad field of skill related to Mobilization.

Oversee the management of the global GPBE volunteers' communities and all activities related to them. Including an appropriate integration of volunteers participation in Programme planning and execution.

Preserve the specific strengths of NVDA and Mobilization and have these well integrated in campaign projects.

Manage the overall coordination of logistics related to the GPBE activities, in cooperation with the logistics team and relevant departments.

### SCOPE

Assure the good functioning and integration of the Actions and Mobilization Team into the Programmes and the Programme Department.

Coordinate and line manage all Actions and Mobilization Team staff (+/- 9 staff).

Oversee the organization of national and international / european NVDA and Mobilization activities, taking place in Belgium.

Member of the Programme Management Team (PMT).

Participate in Senior Management Team meetings upon request.

Participate or ensure presence in the GPBE Security Working Group.

Can be required to contribute to Greenpeace International (GPI) or other National or Regional Offices (NRO's) within the field of his/her expertise (spreading expertise, international co-ordination or development of a NVDA aspect, ...).

### MAJOR FUNCTIONS / RESPONSIBILITIES

#### Conceptual tasks, Strategy Development and/or Project Development

- Represent the Actions and Mobilization Team in the GPBE PMT, or ensure representation. With a focus on global strategic Programme development and project planning to ensure maximum integration of all aspects of the actions and mobilization Programme into the work of other teams within the organization. Participate actively in strategic discussions in Belgian campaign project groups when required.
- Participate in the campaign planning processes, contribute to the development of feasible and promising campaign plans, and create platforms for integration with targets and/or the public.
- Act as budget holder of the Actions and Mobilization Team and provide a budget proposal to the Programme Director and Internal Services.
- Be involved in campaigns of GPBE through personal contacts and through the necessary platforms.
- Follow, in close cooperation with Programme Director, the planning and implementation of international and European activities in Brussels, including clear communication and cooperation with the EU office, GPI and other offices involved. This can be for NVDA or for Mobilization.

- Participate actively, with the Activists, Greenwire Community & Volunteers Coordinators, in the development and implementation of an adequate volunteers training Programme.
- Develop expertise and innovation in the broad field of skills related to NVDA and Mobilization. Closely follow technological advances and seek to integrate them into (mass) NVDA and Mobilization activities.
- Organize an appropriate collaboration with the Greenpeace European Unit on NVDA, Mobilization, with a special emphasis on security advice.

### **Implementation**

- Ensure the communication flow within the Mob, Action and Warehouse subteams.
- Report back to the Programme Director on all (mass) NVDA and Mobilization issues on a regular basis to allow him/her to carry out his/her overarching responsibility for the department.
- Network with similar teams throughout the entire organization including the Actions and Volunteers units and the Global Engagement Department (GED) at GPI and encourage and delegate to relevant team members.
- Collaborate in an open and inspiring way with all GPBE staff, and in particular with directly relevant staff such as Campaigners, Researchers and the Communication staff.
- Deal with all consequences of the activities (except media and campaign/political work).

### **Support / Coaching / Leadership**

- Line manage the Actions and Mobilization Team staff: this includes involvement in hiring, meeting and workload planning, providing induction & training, objectives setting, functional review & evaluation, all this in close cooperation with the Programme Director and HR.
- Supervise the planning and implementation of all activities of the Actions and Mobilization Team, including dividing the tasks between the different members of the team.
- Organize and facilitate biweekly the Actions and Mobilization Team meetings, completed by other meetings and/or one to one's where appropriate.
- Follow-up of warehouse work and warehouse staff. Both from the point of view of GPBE logistics and NVDA/ Mobilization needs.
- Oversee the management of the overall Greenwire Community & online platform.
- Facilitate the team staff inclusion in Project teams.
- Provide leadership in case of Rapid Response situations. Can be the case of Programme related unforeseen events and Duty of Care principles and policies.
- Be available on request of the Programme Director for support, reflection, etc...
- Advise the Programme and Executive Director on all legal aspects of the Actions and Mobilization Team activities.
- Assist the Action Coordinators and act as a back up for coordinating fieldwork (eg the communication lines towards volunteers, authorities and targets).

### **Compliance / Keeping Framework Conditions**

- Monitor the yearly Actions and Mobilization Team budget and sign-off for team expenses within approved budget and policies.
- Supervise that GPBE logistics, linked to Mobilization activities, are well organized.
- Oversee the implementation of the NVDA and Mobilization part of the agreed strategic plans.
- Promote the concept of Greenpeace Action-Led Campaigning and by doing so ensure that NVDA stays at the heart of GPBE Campaigns.
- Oversee the implementation of an adequate activists and volunteers training Programme, in close collaboration with the Activists, Greenwire Community and Volunteers Coordinators.
- Assess, with the Action Coordinator(s) in charge, the legal situation through, among other things, consultation with lawyers, Programme Director, Executive Director, and participation in the legal working group.

**COMPETENCY PROFILE****Organization competencies**

- Professionalism, in particular working autonomously.
- Achievement, in particular effective in setting and reaching objectives.
- Interpersonal relationship, in particular build and manage relationships with colleagues, being a good listener.
- Knowledge sharing
- Values diversity, in particular (global mindset).
- Innovation

**Functional competencies****Technical**

- Fluency in written and spoken French or Dutch.
- Fluency in written and spoken second national language (Dutch or French).
- Fluency in written and spoken English.
- Knowledge and/or experience with IT office applications, and specific attention to audio-visual & telecommunication applications, specifically required for the job.
- Skills in written and verbal communication.
- Knowledge and/or experience in activism.
- Knowledge and/or experience in non-violent direct action (incl. the technical and safety aspects).
- Knowledge and/or experience in effectively dealing with confrontational situations.
- Knowledge and/or experience in the issues Greenpeace is campaigning on.
- Knowledge and/or experience in conflict resolution.
- Knowledge and/or experience in using land/water/air based equipments in actions.
- Knowledge and/or experience in first aid techniques.
- Knowledge and/or experience in mobilizing people.

**Method related**

- Knowledge and/or experience of the NGO sector.
- Budgeting (preparing, presenting, monitoring).
- Negotiating skills
- Presentation and reporting skills.
- Public speaking.
- Project management.
- Time management.
- Work under pressure.
- Decision making, ie several types of decision making process.
- Risk assesment (legal, reputation).
- Analytical skills.

**Social / self**

- Being a team player.
- Tact and diplomacy.
- Capacity to develop concepts for NVDA work to reach the different campaign objectives.
- Capacity to develop concepts for Mobilization to reach the different campaign objectives.
- Social skills should allow the Head of Actions and Mobilization to move in many different social circles, and to manage difficult social situations (confrontation).
- Intellectual ability to understand legal issues necessary for the job.

- Intellectual ability to understand technical issues necessary for the job.
- Assertive.

**Leadership competencies**

- Strategic orientation, in particular ability to design effective strategies.
- Managing vision
- Planning and organizing, in particular ability to make optimal use of all available capacities in the organization, including working in teams.
- Empowering and developing people

**ATTITUDE**

- Identification with Greenpeace goals and supportive of Greenpeace values.
- Autonomous / initiative / work independently.
- Stress resistance.
- Integrative thinking.
- Flexibility.
- Able to share experience.
- Perseverance.
- Collaborative.
- Discretion and confidentiality.

**SPECIFIC WORK ENVIRONMENT**

- Based at the Greenpeace Belgium office in Brussels.
- Will regularly travel to Gent to participate in meetings and to co-ordinate warehouse operations.
- Highly flexible towards working hours.