

Job description

Job title: Program Director	Unit: Program
Reports to: Executive Director	Location: Bengaluru
Purpose of role	
<p>The Program Director will provide direction for the strategic development and implementation of the campaigns, within the context of the agreed programme of Greenpeace, and represent the organization, respecting our principles and values at all times.</p>	
Main duties	
<p>1. Strategic direction and programme design and implementation</p> <ul style="list-style-type: none"> ➤ As a member of the Senior Management Team (SMT) advise the Executive Director (ED) and the Programme team on Greenpeace India's strategic program direction. ➤ Design and implementation in accordance with Greenpeace India's development plans, in order to contribute to the realization of organisation's objectives. ➤ Work in consultation with teams in other departments, to develop the annual Organizational Development Plan. ➤ As a member of SMT to present organisational and program objectives, goals and impact assessment to the board on invitation. <p>2. Development of Campaigns</p> <ul style="list-style-type: none"> ➤ Lead the program development process and objectives along with key stakeholders. ➤ Guide and mentor the team in developing and implementation of campaign objectives & strategies, to have a balanced portfolio of campaigns that encourage and engage participation of significant audiences amongst the public. ➤ Set up planning processes to implement the programmes identified in the development plans as contributing to the global priorities of Greenpeace. ➤ Inform and advise the Executive Director in advance with regard to any initiative that may carry a risk to the organisation. ➤ If and when appropriate, represent Greenpeace India in external meetings and public platforms. ➤ Contribute to the development and implementation of the communication strategy for Greenpeace India to improve public awareness of, and involvement in the campaign issues, and for fundraising initiatives and public profiling of Greenpeace India. ➤ Determine rapid response campaigns and resource allocation. <p>3. Management responsibilities</p> <ul style="list-style-type: none"> ➤ Manage the team of campaign managers, and administrative staff and coordinate their work. ➤ Maintain regular flow of communication with each Greenpeace India campaign location through regular conversations and visits to ensure maximum coordination and communication between campaign staff. ➤ Lead, inspire and motivate the work of all relevant staff and encourage them to be strategically focused on implementation of the annual plan. Make sure their work meets the objectives and is of high quality. 	

- Implement independent impact assessment of program and sharing of lessons learned at regular moments in the campaign cycle.
- As an SMT member, fulfill the rights and responsibilities as agreed in the Terms of Reference for SMT members.

4. Budget responsibilities

- In consultation with team and SMT to develop annual budgets
- Ensure responsible financial control of the Greenpeace India campaigns budget in consultation with the Finance team and facilitate reporting to the ED, SMT and the Board.

5. Human Resources

- Contribute to the development and implementation of the Human Resources strategy of Greenpeace India.
- Follow Human Resources procedures and structures to recruit, induct, train, retain and support campaign and actions staff according to Human Resources policies in order to achieve the objectives of Greenpeace India.
- Be responsible for ensuring that high quality training is available for campaign and actions staff.
- Set up and evaluate individual objectives with staff members, and apply all human resources policies, including monthly and annual performance feedback for direct line-managed staff.

6. Compliance

- Ensure compliance with all relevant Greenpeace India and external requirements/procedures in order to optimize the security of the organization, the health and safety of campaigners (duty of care), and protect the image and integrity of Greenpeace.
- Ensure compliance with legal regulatory procedures by the team.

7. Reporting

- Submit monthly reports to the Executive Director. Report as required to the SMT and in consultation with the Executive Director to Greenpeace India Board.

8. Donor Engagement

- Oversee the development and implementation of strategies to improve the engagement and participation of current and future donor/supporters of GP India
- Support fundraising and engagement team in supporter journeys.
- Ensure programs maximise donor giving, involvement with GP India and the number of GP India supporters, both financial and non-financial

9. Others

- Perform other duties or projects as requested or assigned by the Executive Director.
- Play a pivotal role in the organization's communication of its campaign programme to the public.
- Represent Greenpeace at a high level external forum from time to time.

Decisions

- People management responsibilities for the Program department.
- Prioritization and allocation of resource needs for on-going strategic campaign work.
- Decisions on annual program budgets which have been approved by the ED.
- Decision making on behalf and within the SMT for larger organizational issues.

Contacts

Internal: Daily/weekly—all direct reportees.

Fortnightly-SMT meetings, individual SMT interactions and ED one-on-ones, Programme Council Meetings.

Quarterly-on a case to case basis.

Yearly/half yearly- Global Campaigns skill-shares and other global meetings and working groups, Greenpeace India Board.

Others: on a case to case basis.

External: Represent Greenpeace on campaign issues at high levels.

Represent Greenpeace on select high profile media events.

Represent Greenpeace on other strategically important meetings: including alliances, volunteers and coalitions.

Resources

People: She/he line manages all Greenpeace India campaigners.

Financial: responsibility to develop and monitor department budgets (especially campaigns and operations). Responsible for prioritizing and allocating budgets to approved projects.

Knowledge and experience

Essential requirements:

- Strong people skills, strong communications skills, strong organizational and overall management skills.
- Ability to prioritize and to work under pressure and to tight deadlines.
- Strong skills in written and spoken English and a regional Indian language.
- Ability to lead a large and complex team.
- Strongly committed to the cause of environmental conservation and peace, complete and non-negotiable acceptance of the Greenpeace Values Framework.
- Can undertake reasonable amounts of national and international travel.
- Strong results orientation.
- Strong understanding of socio-politico-economic issues at the national, regional and international levels.

Desirable requirements:

- At least 10 years of progressive experience in public campaigning, preferably on environmental issues with exposure to people-powered campaigns.
- Willingness to make a long-term commitment.
- Is an institution and team builder.
- Formal qualifications like an advanced degree in environmental, social or political sciences.
- Commitment to Non-Violent Direct Action and an understanding of how it works to effect change.
- Has experience or at least been exposed to social activism.
- Experience of working with networks and alliances

Organisation Skills
<p>Planning and organising:</p> <p>Should have proven experience in planning and organizing, especially resource planning (monetary/human/assets/others) at the strategic level. Ability to organize meetings /interactions at the top level.</p> <p>Analysis:</p> <p>High level of competency in analysis of complex campaign issues. Understanding of trends in external issues and applying that to Greenpeace campaign strategies and tactics. Ability to comprehend complex situations, analyze the same and take decisions and /advise SMT and ED. Ability to spot, advise and react on crucial rapid response campaigns situations.</p> <p>Innovation:</p> <p>Innovative approach expected and desired, especially with respect to implementation and planning of campaign projects.</p>
Environmental demands
<p>Ability to respond to rapid response crisis situations. Should be available 24X7 for providing advice to the ED/SMT/Board. Should be ready to be in the field if needed, in the event of any significant campaign need.</p>

How To Apply

Application must be addressed to careers.india@greenpeace.org stating "for the position of Program Director

kindly attach your CV and a cover letter (of 350 words or less), which summarizes your profile alignment with the key requirements, skills and abilities for this job.

Last date of application: 5th June 2020

Location: Bangalore

Greenpeace India is an equal opportunity employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.