



SOUTHEAST ASIA
RECRUITMENT PACK

Greenpeace, 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 our Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent direct actions against environmental abuses 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 overconsumption of plastic that end up as plastic waste in our oceans, 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 27 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 abuses. 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 the first office in Southeast Asia in 2000. Since then 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, the Philippines, Malaysia and each office is currently composed of: Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, and Operations Support (Human Resources, Finance & Administration, Information Technology, Security). Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the Direct Dialogue Fundraisers.

THE POST: PUBLIC ENGAGEMENT & ACTIONS MANAGER

Overall purpose of the job:

In this role, you will be responsible for furthering GPSEA's Programme and Engagement objectives through aspects of people power, such as public engagement & volunteers, working with community partners, the wider movement, allies - including the delivery of Non Violent Direct Actions.

You will line manage staff and deploy them to GPSEA project priorities in line with the Programme process, while also utilizing innovative pathways to increase participation in Greenpeace's work. The focus of your role will be to enhance project outcomes by aligning public engagement (offline), volunteer and actions strategies and growing the Greenpeace movement in country. Your role and this team are focused on community activities and offline organizing, which is integral to building our movement and increasing our campaigning impacts.

Main areas of responsibility:

1. Team Management

- Provide team leadership to, and line management of, in-country Public Engagement & Actions Team
- Ensure that the team is on track to achieve agreed goals and deliverables, including the development and implementation of public engagement and actions strategies in projects, and ensuring high quality public outreach in the country.
- Supervise short term contracts, freelancers and suppliers as required, including building a shared organisational & suppliers contacts database.
- Ensure database and management of engagement and actions equipment complies with occupational health and safety standards and best practice, including insurance.
- Ensure timely reporting according to GPSEA reporting requirements - monthly and yearly reports and analysis, adjusting plans accordingly. Provide necessary information to stakeholders for Quarterly Reports.
- Act as a member of the Country Coordination Team, and the Project Collaboration Group to coordinate capacity and resources, scheduling and other organisational wide management requirements.
- Develop the Public Engagement and Actions awareness and capacity in GPSEA. Build key staff skills where necessary, providing initiatives to strengthen GPSEA's movement.

- Ensure strong budget & resource management systems are in place; clear equipment & asset security; line management functions and reporting functions are delivered, in line with GPSEA policy and practice.
- Work with colleagues to ensure organisational strategic goals are achieved.
- Ensure that security policies and protocols are adhered to, with support from the Action Coordinator and Security Officer.

2. Public Engagement & Actions Strategies Development and Implementation

- Lead the development and implementation of integrated public engagement and action strategies in close coordination with Project and/or Programme Teams and in collaboration with stakeholders, to meet organisational Engagement objectives.
- In collaboration with the Regional Public Engagement and Actions Coordinator, co-develop and strengthen the systems, capacity and delivery of Actions and Offline Strategies, both nationally as well as part of the GPSEA PEA Community.
- Ensure strong risk assessment for public engagement activities undertaken, inclusive of compliance with relevant local laws (eg working with children, public permissions)
- In collaboration with Project Teams, Communications Team and other stakeholders, ensure coordination and integrated delivery of public engagement strategies, digital and communications strategies and project objectives.
- Explore and test trends and developments of volunteering and movement building across GPSEA to improve the delivery of GPSEA Programme and Engagement objectives, such as local groups, open campaigning or digital activism.
- Represent Greenpeace Indonesia in strategic discussions with Indonesian coalition partners in building and/or strengthening offline people's movement to achieve social and ecological justice objectives.

3. Public Engagement & Actions Delivery

- Ensure that all Public Engagement activities and actions produced in-country are well-executed and consistent with agreed communications guidelines and Best Practices. Ensure the documentation of the activities and actions are up to the required standards..
- As deployed, with Project and/or Program Teams, conceptualize, write, edit and distribute effective public engagement materials.
- Ensure systems to recruit, coordinate and retain public engagement volunteers and external networks are delivered, inclusive of tracking and minimum growth in recruitment and retention targets.
- Ensure the application of an integrated supporter journey, a pathway for volunteers and activists across projects and functions within Programme and Public Engagement Departments..
- Coordinating and delivering responsive needs as required by the organisation (solidarity activities, humanitarian operations, etc).
- Identifying opportunities for innovation and learning in building movement.

4. Perform all other duties as required and agreed with line manager.

Educational Background & Fundamental Qualifications

Level of Education: Min University graduate

Field of Study: Preferably involving Management, Communications, Community Development, or Social Sciences (or related work experience)

Work Experience: Minimum 5 (five) years of experience in middle managerial/leadership positions in relevant Civil Society Organisations with 2 (two) years experience in conducting risk assessment

If you have the following qualities, we highly encourage you to apply:

- Proven experience of developing and delivering successful implementation of public and/or people power engagement and action strategies around Indonesia
- 4 (four) years working experience within community and its activities, especially in wider movements of environmental issues
- Extensive skills and experience to monitor and to deliver high quality of public outreach and actions aligned with non-profit organization campaign on environmental issues
- Excellent knowledge on non-violent direct actions with skill and extensive experiences to identify and to develop the risk assessment and risk mitigation on public engagement, massive campaign and actions
- Strong skills in narrative writing for concept and editorial which enable to produce detail, innovative and informative content as part of regular reporting of public engagement activities, campaign and actions
- Competency in budget management and analysis for project execution
- Demonstrate excellent team building and initiative coordination
- Good interpersonal communication skills across different channels within the team, stakeholders, freelancers/volunteers and public audiences
- Computer literate (Microsoft Word, Excel, PowerPoint and databases)
- Excellent English literacy

Competencies and Skills

Organizational Competencies

- **Professionalism:** Knowledge and/or experience in managing conduct and emotions in a way that represents the values and realizes the objectives of the organization

- **Teamwork and Communication:** Knowledge and/or experience in working with others and presenting information, ideas and positions in a clear manner that can easily be understood across diverse and multicultural audiences.
- **Innovation and Change:** Knowledge and/or experience in reflecting creative and imaginative thinking, openness to new ideas, and an ability to take calculated risks in order to meet organizational objectives.
- **Leadership:** Knowledge and/or experience in guiding and directing the efforts of others by presenting a clear vision, delegating responsibilities and providing constant support and feedback.
- **Strategic Thinking and Global Mindset:** Knowledge and/or experience in addressing organizational objectives by developing approaches that integrate an openness to an awareness of diversity across cultures.

Functional Skills

- Knowledge and/or experience in campaigning, movement building and community organizing.
- Knowledge and/or experience in the development and coordination of public engagement, inclusive of volunteer management
- Knowledge and/or experience in developing, implementing and evaluating public engagement strategies, inclusive of risk assessment and management
- Knowledge and/or experience in people management
- Strong skills in written and spoken English and Bahasa Indonesia (required)
- Desired knowledge and/or experience in Action-Led campaigning
- Desired knowledge and/or experience in security management and risk mitigation
- Desired knowledge and/or experience in campaigning organisations in Southeast Asia

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

A fixed term employee will be entitled to the following leaves:

Annual Leave: 20 days

Sick Leave: 30 days

Parental Leave: As per labor 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 is committed to the principle of Equal Employment Opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of 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 write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace, fill-up the attached Application and download [Public Engagement & Action Manager](#) and email to: jobs.id@greenpeace.org

Deadline for Applications: **June 17, 2019**

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. 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.id@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.id@greenpeace.org.

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