



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 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.

Public Engagement Campaign Assistant (Temporary for 6 months)

Position Summary

In this role, in collaboration with PEA-TH and other team members, you will coordinate, engage, organize and retain GPSEA supporters to support projects and develop the movement we support for our environmental impact. These supporters may include: individuals, community coalitions/strategic alliances, specific constituents aligned to our project needs. You will be responsible for matching the skills and interest of these supporters to specific projects or campaign areas across the organization by identifying opportunities to maximise synergies across a diverse support network (eg. youth, volunteers, local and grassroots communities).

Note: Public Engagement refers primarily to the work with community coalitions, individual volunteers, specialist volunteers and key identified strategic audiences.

This is a not full-time position and will be based in Bangkok.

Key Duties

1. Develop, deliver and review Public Engagement strategies in and across Projects
 - Develop strategies, tactics and methodologies of public engagement within campaigns and project work.
 - Contribute to GPSEA project and organisational planning through development and implementation of public engagement, inclusive of target audience identification.
 - Source, edit and/or develop materials from Greenpeace resources and produce Public Engagement supporter materials encouraging participation in GPSEA campaign and project work, with a bias to increase involvement level of supporters and developing strategic support base.
 - Implement local events and community activities to enhance project objectives.
2. Build, develop and retain local Greenpeace Movement

- Identify knowledge and skills gaps within GPSEA active Public Engagement base, recruit, mentor, train, and develop supporters in the discipline of organizing and how it can be applied to their specific projects.
- Ensure there are appropriate mechanisms available to recruit, retain and network a growing Greenpeace movement, where required,utilizing a multiplier program. This may include leadership and campaigning skills development.
- Develop, network and strengthen GPSEA's relationship with target organizations, including but not limited to communities, schools and other youth stakeholders to contribute to GPSEA's project external campaign impacts and internal strengthening of GPSEA and the movement we support and build.
- Ensure GPSEA is in compliance with relevant policies and law in public engagement work, in conjunction with stakeholders.

3. Ensure Integration of Public Engagement in and across projects, this may include:

- *ISSUES AND PROJECTS*: integrate Public Engagement supporter growth and skill development into community organizing, targeted and engagement strategies for GPSEA campaigns
- *ACTIONS*: Develop Engagement Journeys and opportunities within and across projects to maximise potential for deeper engagement with actions unit, and activist pathway
- *DATA*: integrate standardized data capture for Public Engagement supporters and their activity in order to better match skills & interests with campaign projects opportunities
- *FUNDRAISING*: integrate fundraising opportunities within community organizing and other offline engagement strategies
- *ONLINE & MOBILE*: integrate, **where appropriate**, organizing strategies with online organizing strategies for the purposes of external impact and internal strength building for GPSEA.

4. Coordinate and support Country director to manage PEA Team base on projects support work.

- Coordinate and support Country director to manage team base on projects support work.

5. Any other duties as required and agreed by line manager

Educational Background & Fundamental Qualifications

Level of Education:	<ul style="list-style-type: none"> ● Bachelor’s Degree or equivalent work experience
Field of Study:	<ul style="list-style-type: none"> ● Social Science or equivalent industry experience ● Demonstrated minimum of 1 years experience managing a volunteer or internship program, organizing communities or youth groups (including

	planning, implementation and evaluation)
Work Experience:	<ul style="list-style-type: none"> • Demonstrated minimum of 1 years experience in successful organising, development and or campaigning including planning, implementation and evaluation.
Training or Certificate:	N/A

Competencies and Skills

Organizational Competencies	<ul style="list-style-type: none"> • 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 & 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 multi-cultural 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 & Global Mindset: Knowledge and/or experience in addressing organizational objectives by developing calculated approaches that integrate an openness to and awareness of diversity across cultures
Functional Skills	<ul style="list-style-type: none"> • Knowledge and/or experience in delivering organizing and Engagement programs and training activists and volunteers in strategy development, implementation & evaluation. • Knowledge and/or experience in working across diverse communities including demonstrated cross cultural communication skills, networking (on-line and off-line), target engagement and conflict management (eg between GP Staff and Partners) • Knowledge and/or experience in personal organizational skills including ability to manage multiple projects with competing priorities and timelines, strong interpersonal communication skills and ability to

	<p>handle constantly evolving work</p> <ul style="list-style-type: none"> ● Knowledge and/or experience in desktop publishing skills ● Knowledge and/or experience with working with volunteers and supporters, including local community organisations. ● Knowledge and/or experience in public speaking ● Desired knowledge and/or experience in training & development experience ● Strong skills in written and spoken English (required) and another regional language (desired)
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Specific Work Environment

This position requires the employee to have a flexible approach and the ability to adapt and work in different and challenging work and cultural environments, which may include flexible arrangements working in challenging field and frontline work environments.

THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST

DELIVERABLES AND INCLUSIVE PERIOD

The Contractor is expected, within the contract period, to submit or carry out the outlined deliverables by their respective deadlines, which are within the contract’s period of effectivity.

REPORTING ARRANGEMENT

The Contractor will report to designated manager throughout the duration of the contract every work week. The above GPSEA staff shall act as task giver and the functional line manager of the Contractor/service provider during the contract period.

The Contractor will work collaboratively with the Public Engagement Team led by the Country Director.

TERMS OF PAYMENT

After completion of tasks assigned, which will be evaluated by the project lead on an ongoing basis, and then acceptance of the work by said task givers, the Contractor will invoice GPSEA for services rendered for the period being billed.

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 form

and email to:

jobs.th@greenpeace.org

Deadline for Applications: January 19, 2020

We regret that we shall be unable to acknowledge receipt of the form but should you wish to confirm that we have received your application, please call our office at tel. +66 2 357 1921.

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. Make sure you email the form to the correct email address (jobs.th@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.
3. If you have questions, kindly email jobs.th@greenpeace.org.

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