



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, an international environmental non-government organization, comprises 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 its 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 on pressing environmental issues concerning our climate, forests, oceans, food, plastic, livable cities, as well as social justice.

Greenpeace has four offices in Southeast Asia (GPSEA)—in Indonesia, Malaysia, the Philippines, and Thailand, with each office is 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: SENIOR CLIMATE COMMUNICATIONS COORDINATOR (FIXED-TERM)**

### **Position Summary**

The Senior Climate Communications Coordinator will co-lead the development of the overall Climate communications strategy, and lead and develop the communications plans and implementation. This role reports to the Communications & Digital Manager and works closely with the Climate Campaigners to deliver the integrated Climate Campaign

objectives.

The purpose of this role is to oversee all external communications of the Climate team. The role leads the Communications and Digital staff assigned to Climate, to deliver proactive advocacy and wider audience communications for Greenpeace's Climate campaign. It also ensures all Climate communications products are well-executed and aligned across various channels; keeps abreast of news as well as societal, communications, and digital developments and trends; and leads responsive communications as needed.

This is a full-time fixed-term contract position, based in Manila. With an initial 6-month contract (possible for extension).

### **Duties and Responsibilities:**

- Co-lead the development of the Climate communications & digital strategy within the broader country communications strategy
- Lead the development, implementation, and evaluation of innovative communications and digital plans, ensuring close coordination with the Campaigners and other unit representatives in the Climate team
- As part of the PH Communications & Digital unit, provide the Climate team a regular analysis of the external social landscape based on strategic scanning of news, societal, and communications and digital trends as a basis for fine tuning and recalibrating strategy implementation, as well as ensuring innovation in the organization's communications work
- Ensure that the Climate Communications team is on track to achieve agreed goals and deliverables, including the development and implementation of communications strategies and plans, and ensuring high quality traditional and digital outreach in the country
- Provide sign-off in the absence of the Communications & Digital Manager for all Climate communications materials, with appropriate content approvals (e.g Project Lead, Country Director)
- Manage Climate crisis communications for all organizational channels as required (crisis, responsive communication etc).
- As deployed, with the Climate team, conceptualize, write, edit and distribute effective communications materials, in required tone, such as (but not limited to) press releases, external and internal QAs, talking points, briefing papers, brochures, reports, and other campaign and organizational materials
- Ensure the Climate Communications team's coordination with the regional and international Greenpeace staff and partners as needed
- Co-develop the policy and legal communications skills in GPPH. Build key staff skills in professional communications, where necessary, work with the Communications staff providing media and communications training for PH programme team
- Act as a member of the Climate team to coordinate capacity and resources, scheduling, and other campaign requirements.
- Attend the weekly editorial meeting and Climate team meetings
- Supervise communications freelancers, suppliers, volunteers, and/or interns under the Climate Campaign as required
- Build relationships with key media, digital, public relations, and/or marketing agencies, and the Climate communications community of the civil society sector as required
- Sets, coordinates, adapts and reliably delivers on plans in line with agreed project objectives and KPIs, including various activities, timelines, and budgets.
- Ensure timely reporting according to GPSEA reporting requirements. With the Communications team, generate year-end Climate multi-media report and analysis
- Ensure that all Climate communications products produced in-country are well-executed and consistent with agreed Communications (and brand) guidelines, ensure archiving of these

- Ensure the delivery and implementation of Communications strategies and plans are in compliance with all relevant policies and guidelines.
- In collaboration with the Climate and Communications teams, evaluate project delivery and impact

### **Skills and Experience Required:**

- Bachelor's Degree or equivalent work experience in communications, journalism, marketing, or any related field
- At least 10 years solid experience in media/communications work, journalism, and/or Digital Campaigning or Marketing
- Experience in managing/developing a team
- Experience working in government, legal, or international forums is preferred.

### **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 calculated approaches that integrate an openness to an awareness of diversity across cultures.

### **Functional skills**

- Knowledge and/or experience in team management, including people management.
- Knowledge and/or experience in developing and managing the implementation of campaign communications strategies
- Creative storytelling skills and writing expertise and experience across platforms
- Knowledge and/or experience in the digital advocacy needs of a campaigning organization/environmental organization
- Experience and confidence in working with digital tools including analytics applications and content management systems.
- Expertise in writing and editing technical and creative content
- Creative and has an eye for detail
- Strategic thinker
- Mature, hardworking, confident, enthusiastic, proactive, and a team player
- Willing to travel and work outside of official business hours as required
- Adept at working with people of different cultures
- Ability to work effectively in a team but also to work independently and unsupervised.
- Knowledge and/or experience in managing media and public relations
- Desired knowledge and/or experience in Project Management skills, implementation of campaigning communications strategies, understanding of movements and movement building.
- Excellent written and spoken English, and relevant country language(s)

## **THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST**

### **WORKING HOURS**

Normal hours of work for full-time Employees 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: a maximum of 5 days for the death of significant others

### **SALARY**

In determining salary offers 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 Southeast Asia is an equal opportunity employer with a longstanding commitment to providing a work environment that respects the dignity and worth of each individual. We recognize and value the benefits and strengths that diversity brings to our employees and the whole organization and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, color, disability, ethnicity, family or marital status, gender, gender identity or expression, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other legally protected characteristic. Selection will be in accordance with objective, job-related criteria and the appointment will be on the basis of the 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 with the successful applicant.

## **APPLICATION GUIDELINES**

Interested candidates are invited to (1) write Letter of Introduction, explaining why you are qualified for the position and why they want to work for Greenpeace, (2) fill out the attached Application form and email it to [jobs.ph@greenpeace.org](mailto:jobs.ph@greenpeace.org)

Deadline for Applications: **09 June 2024**

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. Write a Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace and 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.ph@greenpeace.org](mailto:jobs.ph@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.ph@greenpeace.org](mailto:jobs.ph@greenpeace.org)

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