



## **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, 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 abuse. Greenpeace campaigns have been vital in informing government policies on the environment and creating changes in business practices that lead to various environmental problems.

### **Greenpeace in Southeast Asia**

Greenpeace opened its 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.

## THE POST: SENIOR CLIMATE JUSTICE CAMPAIGNER

### **Job Summary:**

The Senior Climate Justice Campaigner will lead the effective implementation of the Climate Justice (CJ) work in the Philippines and will serve as Greenpeace Southeast Asia's (GPSEA) representative for climate impacts- and justice-related issues in the region, working closely with the local country program team and the global Climate Justice and Liability team.

The incumbent in this senior campaigner position is expected to take leadership in national, regional and/or global projects, be well-versed in cross-cutting social justice issues including those resulting from climate impacts, and be familiar with legal avenues relevant to social justice litigation.

This is a full-time permanent position based in Quezon City, Philippines. While the bulk of the work is within the Philippines, the Senior CJ Campaigner is also expected to work at the regional and/or global levels, as required. In certain situations, as determined by internal and external events and upon the consideration and advice from the Country Director, the campaigner is expected to support other Greenpeace's projects, whether in national, regional or global levels.

### **Key Duties:**

1. In conjunction with the Country Director and coordinating with the global CJL project team, develop and implement campaigns and projects in line with both the short and long term goals of the CJL campaign based on national, regional and international objectives and including detailed strategy, activities, timelines and budgets:
  - a. Take the lead and/or co-leadership (at local, regional or global level) in the development and implementation of CJL campaign strategies and tactics as well as input to global strategies and fundraising proposals
  - b. Lead campaign discussion and planning regarding climate justice and liability strategic issues and activities planning within GPSEA, other NROs and global project teams, and Greenpeace International (GPI). Contribute to campaign discussions on cross-cutting social justice issues including those resulting from climate impacts, as well as relevant legal avenues. This will include both written and verbal discussions, as well as attendance during specific meetings.
  - c. Lead the project management cycle for approved CJ project plans, at the national as well as regional and/or global levels, as designated
  - d. Initiate high level cross issue campaigns discourse for a more integrated approach in developing, implementing and winning campaigns

- e. Design monitoring and evaluation plan for CJ projects to inform if project goals and objectives are achieved and document lessons learnt for continuous improvement
  - f. Keep the Country Director informed of activities in the campaign including preparation of monthly reports, monthly work plans, concept notes, and recommend changes in tactics or strategies when necessary
  - g. Coordinate closely with other program and country units, and other regional units, and manage the information and communication flow from the campaign to other departments and with relevant GPI units, global campaigns and NROs
  - h. Organize and oversee the work of campaign and community volunteers, interns and short-term contractors, if any
  - i. Manage and monitor the campaign budgets following existing policies and procedures
2. Work with the country director and the country program team in designing and implementing strategies to inform, educate and mobilize various targeted constituencies/audiences about climate impacts, justice and liability issues and Greenpeace goals
- a. Pro-actively keep abreast of emerging themes on climate change impacts, social justice and liability issues, including the political, legislature, regulatory and social frameworks relevant to the Climate Justice campaign
  - b. Engage in critical national, regional and international forum/fora relevant to the campaign
  - c. Build alliances and/or support relationships with relevant affected groups, legal experts, grassroots organizations, academic and professional groups, labor, non-government organizations and others in the Philippines and the region identified in the strategic planning on climate impacts, social justice and liability
  - d. Prepare fact sheets, briefing papers and other campaign information materials on climate impacts, justice and liability for use within the country and potentially in the region
  - e. Work with the communications and digital teams in developing communications, media and digital strategies and plans, including the preparation of media, offline and online materials relevant to the campaign, such as press releases, op-eds, QAs, brochures, briefing papers, reports, blogs, etc; provide assistance in the formulation of regional and international materials when necessary; and assist in planning communications strategies for the campaign.
  - f. Engage the FR Team when conceptualizing & planning CJ activities to creatively position CJ in fundraising activities.
  - g. Act as spokesperson on climate impacts, justice and liability within the region

- h. Develop pro-active relationships with national and regional media to increase campaign outreach
  - i. Represent Greenpeace and the climate impacts, justice and liability work at relevant national, regional and international public events, activist meetings/groups and gatherings of political decision makers, local citizens and climate-impacted communities
3. Direct, organize and participate in non-violent direct actions to support and advance campaign goals
  4. Respond to and engage in internal as well as pressing external challenges as determined by the program team through the line manager beyond his/her normal issue/campaign area as circumstances require
  5. Perform other job-related duties as requested or assigned by the line manager &/or Country Director

*Note: Specific work-plans and assignments to campaign and project development and implementation will be established and be amended each year and/or each project cycle.*

**Educational Background & Fundamental Qualifications:**

<b>Level of Education:</b>	Masters degree and/or bachelor degree with equivalent experience
<b>Field of Study:</b>	Environmental sciences or social sciences preferred. Other relevant fields will also be considered.
<b>Work Experience:</b>	Minimum 8 (eight) years of demonstrated experience in environmental/campaign/development/activist organizations (experience on climate or social justice issues is preferred)
<b>Training or Certificate:</b>	N/A

**Competencies and Skills:**

<b>Organizational Competencies</b>	<ul style="list-style-type: none"> <li>● Extensive knowledge about social justice, climate, environmental and social issues</li> <li>● Proven experience in campaigning and project management, open campaigning, mass mobilization,</li> </ul>
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	<p>public speaking, activist training, strategic planning and organizing people around an issue.</p> <ul style="list-style-type: none"> <li>● Proven experience in directing a project from conception to completion.</li> <li>● Proven ability to work both independently and in close coordination with a team.</li> <li>● Excellent networking skills with the ability to communicate and work closely with a wide range of local and international organizations as well as grassroots and local communities.</li> </ul>
<b>Functional Skills</b>	<ul style="list-style-type: none"> <li>● Strong strategic thinking and planning skills; proven experience in analyzing and planning campaign strategies</li> <li>● Strong personal organizational skills including ability to participate in multiple projects with competing priorities and timelines, strong interpersonal communication skills and ability to handle constantly evolving work</li> <li>● Knowledge and/or experience in working with volunteers.</li> <li>● Excellent spoken and written communication skills in English and Filipino</li> <li>● Technology savvy</li> </ul>

**Specific Work Environment:**

- This position requires the employee to have a flexible approach and ability to adapt and work in different and challenging work and cultural environments, which may include flexible working arrangements.
- Willingness to travel
- The applicant must agree to review and comply with GPSEA’s Code of Conduct, as well as other relevant staff policies.

**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 6: 30 pm. Ordinary hours of work may be varied as agreed between staff and the line managers.

## **LEAVE**

A permanent employee will be entitled to the following leaves:

Annual Leave: 20 days

Sick Leave: 30days

Parental Leave: As per labor laws and Greenpeace policy

Long Service Leave: 2 months paid leave after 5 years of continuous service

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 and life 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 a Letter of Motivation, explaining why you are qualified for the position, and to fill out the Application Form. Send the two documents to [jobs.ph@greenpeace.org](mailto:jobs.ph@greenpeace.org).

### **Deadline for Applications: January 30, 2020**

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.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. Kindly use the position you are applying for and your full name as file name for your application form. (i.e Senior Climate Justice Campaigner Juan dela Cruz)
5. 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.