

Greenpeace Australia Pacific

JOB DESCRIPTION

Role:	Head of Pacific Network
Department:	Program
Grade:	Fiji 5 (\$70,166.47 FJD)
Date reviewed:	January 2019
Responsible to:	Deputy Program Director (Campaigns)
Direct Reports:	Variable - <i>works closely with contractors, interns and volunteers</i>

Overall purpose of the role

The Head of Pacific Network is Greenpeace Australia Pacific's (GPAP) key campaigner in the Pacific Islands region, responsible for: (i) ensuring high quality engagement with stakeholders in Pacific Islands countries; (ii) overseeing the development and implementation of Greenpeace campaign initiatives; and (iii) ensuring clear and consistent public communications. The role involves fostering relationships, organising activities and events, and building networks and coalitions.

Organisation Environment - Greenpeace Mission

Greenpeace is an independent campaigning organisation which uses non-violent, creative confrontation to expose global environmental problems and to force the solutions which are essential to a green and peaceful future. We ignite the shared economic, political, cultural and social power of people to win a just and healthy planet.

Main responsibilities

1. Campaign development and implementation

- Develop campaign strategies that align with GPAP's organisational goals and theories of change; these may include mobilisation, storytelling, political lobbying, legal mechanisms, corporate campaigning, or other elements as appropriate.
- Lead and/or coordinate the delivery of defined projects that contribute to these strategies.

2. Project, campaign, and team management

- Integrate into the broader Australia Pacific Program Team, ensuring that GPAP resources and competencies are maximally leveraged.
- Ensure that a volunteer network across the Pacific is maintained and developed.
- Coordinate remote Greenpeace staff-members (communications, digital, research and investigations, actions, etc), contractors, and others as directed by the Deputy Program Director (Campaigns).
- Line management of paid staff members located in the Pacific as appropriate.
- Manage a team of volunteers.

3. Policy and Research

- Provide research support to the Program Department with regards to issues related to the Pacific region, developing policy papers and briefings on issues affecting the Pacific, and checking the factual accuracy of campaign materials.

4. Internal and external representation and engagement

- Engage as appropriate with Pacific Island governments, inter-governmental forums, networks, organisations and other relevant stakeholders, and manage Greenpeace's relationships with local and regional NGOs.
- Build and maintain strong working relationships within Greenpeace globally.
- Actively represent Greenpeace and specific campaign projects to external public, media, political and business audiences and events, including speaking to the media where necessary.

5. Content Creation

- Generate engaging content for videos, blogs, reports, digital etc for use in digital and traditional media, and maintain components of the Greenpeace Australia Pacific website as required.
- Coordinate translations into relevant languages.

6. Compliance with framework conditions

- Abide by Greenpeace Australia Pacific employment policies as relevant including (but not limited to), Workplace Health and Safety, Equal Opportunity Employment, and confidentiality policies.
- Ensure that personal or campaign activities do not bring Greenpeace into disrepute (in case of doubt you will be expected to discuss the issues with the Deputy Program Director Campaigns).

7. Finance and Budgets

- Manage project budgets and expenditure as directed by the Program Director.

8. Reporting

- Provide transparent and effective reporting of campaign strategy, approach, plans and progress.
- Prepare regular reports for Deputy Program Director (Campaigner) and Program Director as required.

Competencies

Organisational competencies

- Professionalism, commitment, and a conscientious approach to work.
- The demonstrated ability to build constructive, long-term relationships with both internal and external stakeholders.
- A global mindset, including the capacity to grasp the Pacific's potential role in issues relevant to Greenpeace's global priorities and mission.
- The ability to work constructively and proactively in a way that is sensitive to cultural difference.
- The ability to initiate and drive new areas of work.

Functional competencies

- Demonstrable experience in project management, planning and organising, including the ability to effectively adjust plans to rapidly changing circumstances.
- Minimum of 2 years' experience in campaigning, digital communications, marketing, or other relevant activity, and an understanding of digital activism and supporter development.
- Demonstrated strategic communication skills.
- Problem solving skills, and the ability to create clear, simple solutions.
- The ability to understand issues across a wide range of disciplines (science, social issues, legal affairs, economics, politics) to the degree necessary to either make decisions or seek additional advice.

Technical competencies

- Demonstrable understanding of the environmental politics of the Pacific, along with its cultures and governance structures.
- Demonstrable ability to work effectively with the media.
- Risk (legal, reputation, communication impact) assessment skills, including the ability to understand (and if necessary seek) legal advice.
- Demonstrable budgeting (preparing, presenting, monitoring) skills.

- Presentation and reporting skills.

Social competencies

- Exceptional interpersonal skills
- Fluency in English, and preferably fluency in at least one other local language.
- Ability to work under pressure
- Time management skills, in particular the ability to plan, organise and prioritise multiple projects and maintain tight deadlines.
- Strong negotiation skills, both hard and soft.
- A flexible and responsive approach to changing external environments.

Leadership competencies

- Ability to work autonomously and with discipline.

Attitude

- Identification with Greenpeace goals and belief in Greenpeace values.
- Flexibility and dynamism.
- Creative approach to resolving problems.
- Tenacity, positivity and a 'can do' attitude.
- A collaborative approach

Specific work environment

- Occasional work in unusual hours across time-zones and on weekends, with the possibility of domestic and international travel.