Title: HR Officer
Reports to: Director of Operations
Status: Full time, initial 1-year contract with possibility of extension depending on funding
Location: Home based in the Netherlands or UK
Salary: EUR 34,700 to EUR 38,000 / GBP 30,100 to GBP 33,000

Overview:
This exciting role champions Stichting Capitals Coalition’s people-focused approach to leadership and management. As a small non-governmental organization with team members in multiple countries, we recognize that it is the Coalition’s people and culture that drive success, and we are looking for someone with excellent interpersonal skills to help us build our team. The responsibilities of this position include fostering staff well-being, overseeing training and development programs, managing the recruitment process, facilitating employee induction, actively organizing and participating in team meetings, and promoting ongoing professional development. The successful candidate will be highly organized with an understanding of human resources good practice, particularly in the areas of recruitment, induction, and well-being. Working within our small, collaborative operations team, they will be enthusiastic, self-motivated, able to work independently, and have a strong commitment to the Capitals Coalition’s purpose.

Roles & Responsibilities
• Work closely with team members and external stakeholders to establish, monitor and grow a program of support, learning, and development for the Capitals Coalition team. This includes in the following areas:
  o Recruitment: administering the role development and recruitment processes for Capitals Coalition including placing adverts, liaising with candidates, arranging interviews, contracting, and ensuring learning from recruitment is acted upon.
  o Induction: overseeing induction processes for Capitals Coalition new starters ensuring everyone receives the information, support, and training they need to deliver their roles.
  o Staff development: working with the Executive and Leadership Teams to develop and implement an annual training calendar for the Capitals Coalition, balancing individual and team needs identified through twice-yearly reviews and organizational priorities
• Organize an annual program of team meetings and activities designed to grow positive working relationships in line with Coalition operational and strategic priorities. Specific tasks include setting up and coordinating weekly, quarterly, and annual team meetings and working collaboratively to develop appropriate agendas.
• Act as a first point of contact for all queries relating to HR, well-being, and people management within the Coalition. Specific tasks include,
  o Maintaining accurate records with respect to length of service, sickness, contracting details.
  o Processing relevant paperwork and contracts including any changes in terms and conditions, new hires, and contract extensions.
  o With support from Operations Director, updating and ensuring adherence to Coalition policies and procedures relating to staffing.
  o With support from Operations Director and Operations Manager, providing information to support monthly payroll processes and acting as liaison for payroll providers as appropriate.
Use effective interpersonal and communication skills to provide support for the wellbeing of all staff as individuals and as a team through:

- Coordinating and administering the twice-yearly review process
- Coordinating and organizing annual engagement surveys to gather feedback and implement strategies to enhance job satisfaction and team morale
- Administering sick leave processes in the UK and in the Netherlands.

- Take on additional tasks as required to support the delivery of the Coalition’s operational plan.

**What we’re looking for (qualities and competencies)**

**Essential**

- Relevant experience of working in a role related to people management and/or a relevant HR related qualification.
- Experience of recruiting and/or supporting the development of individuals and teams, with a preference for experience in small, non-profit organizations.
- Understanding of legal context with respect to HR policies and practices in UK and/or the Netherlands.
- Knowledge of good practice relating to recruitment, retention, and development of staff teams.
- Proven experience of working in an agile, purpose driven environment.
- Proven experience of organizing events, meetings, and programs of work.
- Proven interpersonal skills with the ability to collaborate with people across cultures and backgrounds.
- Open, inclusive, and respectful way of working.
- Highly adaptable with excellent time management and organizational skills, demonstrating a high level of attention to detail.
- Strong communication skills (written and verbal) in English.
- Active interest in sustainable development (social and environment issues) and commitment to the purpose and work of Capitals Coalition.
- Competent IT user (MS Office, Slack, Trello, Zoom) with access to own laptop.
- Self-motivated and organized with the ability to manage multiple tasks and prioritize effectively.
- Demonstrable adaptability to work efficiently in a remote environment.

**Desirable**

- Dutch language skills.

**About us**

Capitals Coalition is a purpose-driven global collaboration transforming the way decisions are made by including the value provided by nature, people and society, and the economy.

Capitals Coalition hosts an open, pre-competitive space for organizations to come together, share best practice, tackle collective challenges, co-create solutions and champion a systemic approach to addressing nature loss, climate change, sustainable development and social inequity.

**Travel:** Occasional travel as required
How to apply
The successful candidate must be preferably based in and eligible to work in the Netherlands or the UK.
To express your interest and request a copy of the application form please send an email to: info@capitalscoalition.org
Please send a completed application form (do not convert it to PDF) to info@capitalscoalition.org by 13 pm CET/12pm GMT on Wednesday 3rd January 2024.
Please state the role in the subject line and kindly note that only short-listed candidates will be contacted.
First round interviews are planned for no later than Wednesday 10th January 2024.