

HR Coordinator Job Description [May 2019]

Our Purpose

The Global Network of Civil Society Organisations for Disaster Reduction (GNDR) was established in 2007 as a voluntary network of civil society organisations who are committed to working together, and engaging with partners and other stakeholders, to increase community resilience and reduce disaster risk around the world. The network is growing and currently has approximately over 650 member organisations in over 120 countries across virtually every geographical region of the world.

Our Vision

A vibrant, active, collaborative civil society supporting people and their communities, particularly poor and vulnerable groups, to prepare for, mitigate, respond to and recover from disasters and adapt to extreme hazards, shocks and disturbances in a changing climate.

Strategic Objectives

GNDR has three mutually reinforcing objectives:

- Increase the impact of civil society in influencing policies and practices at local, national and international levels
- Enhance the collaboration capabilities of civil society and cooperation with other stakeholders
- Strengthen the creation, analysis and sharing of knowledge

Purpose of the Secretariat

The GNDR Secretariat serves as a “support entity” to the membership operating through a global hub in London and regional hubs in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.

Main purpose of the role

The HR Coordinator will develop, advise on and implement policies relating to the effective use of GNDR staff, coordinating recruitment, training, and advise line managers on performance appraisals. The HR Coordinator will be the position responsible for ensuring compliance to the Organisations’ Safeguarding and Staff Security policies. This is a broad hands-on role within a growing organisation where occasional overseas travel



may be required. The HR Coordinator will help to shape the organisation as it grows, equipping the team to best enhance their performance and achieve GNDR's aims.

Activities will cover areas such as: -

- Recruitment
- Conditions of employment
- Training and development
- Working practices
- Equality and diversity
- Compliance to Safeguarding and Staff Security Policies

Position in the organisation

- Responsible to the Executive Director or any Senior Member assigned by the Executive Director.
- Part of the Secretariat team and active participant in cross-team working.
- Works in close collaboration with Secretariat staff based in six locations across the Globe, the GNDR Global Board and project partners.

Key Duties and Responsibilities

The remit of this post will cover the following core responsibilities:

- ongoing review and enhancement of Organisation and HR Policies and Procedures in line with legislative developments;
- recruiting staff, to include developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates;
- contractual administration;
- induction and personal development of staff;
- developing and implementing policies on issues like working conditions, performance management, equal opportunities and disciplinary procedures, Safeguarding and Staff security;
- assisting line managers to understand and implement policies and procedures;
- reviewing and updating staff handbooks;
- advising on pay and other remuneration issues, including promotion and benefits;
- undertaking salary reviews;
- maintaining employee records;
- interpreting and advising on employment law;
- dealing with grievances and implementing disciplinary procedures;
- analysing training needs in conjunction with departmental managers;
- planning and organising training;
- filing and maintenance of confidential HR documents;
- promoting equality and diversity as part of the culture of the organisation;
- any other professional duties as may be assigned by the line manager from time to time;

Person Specification

Title: HR Coordinator - Global Network of Civil Society Organisations for Disaster Reduction

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
EDUCATION/QUALIFICATIONS	<ul style="list-style-type: none"> • CIPD qualifications or working towards • Proficiency in written and spoken English 	<ul style="list-style-type: none"> • University Degree
EXPERIENCE	<ul style="list-style-type: none"> • Proven advisory HR experience gained with a fast-paced international environment. • Understanding of HR legislation • Provision of advice to managers/supervisors • Experience of formulating, implementing and revising HR policies and procedures • Managing simultaneous recruitment campaigns 	<ul style="list-style-type: none"> • Handling disciplinary investigations, hearings, appeals and grievances • An interest in working within the Charity Sector
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Confidential in all matters • Professional approach coupled with strong interpersonal skills • Excellent planning, organisational, facilitation and time management skills • Excellent verbal, written communication and presentation skills, including with overseas partners and colleagues • Strong IT skills • Ability to work independently with little direct supervision • Ability to think, plan, prioritise and organise in a clear and structured way • Ability to work in and adapt to, a rapidly changing environment 	<ul style="list-style-type: none"> • Fluency in other languages, preferably French or Spanish
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Comfortable in cross cultural communication with people from different backgrounds • Self-motivated • Committed to GNDR's values • Ability to work in a small team in an office environment • Be flexible and co-operative at all times • An assertive but calm, confident and welcoming manner • Able to travel overseas, at short notice if required 	<ul style="list-style-type: none"> • Appreciation of GNDR's values and principles

INFORMATION FOR APPLICANTS

Full-Time Contract offered on completion of six-month probationary period.

POST OF: Full-Time HR Coordinator (with proven international experience).

Ideal start date: June 2019

Global Network of Civil Society Organisations for Disaster Reduction - GNDR

BASED IN: London - Teddington Office

OFFICE HOURS:

Five days per week: Monday - Friday – 35 hours per week, 9am-5pm

ANNUAL LEAVE:

25 days per year

+ statutory bank holidays

SICK LEAVE SCHEME:

Based on length of service - See GNDR HR Policies

NON-CONTRIBUTORY PENSION SCHEME:

For permanent staff members over 18 years old as follows

18 years old + - 10% of salary

50 years old + - 13% of salary

60 years old + - 15% of salary

6 months' probationary period with 3 months' mid-term review. Notice period 2 months.

SALARY RANGE: £30,000 - £40,000

TO APPLY: Please send CV and covering letter to jobs@gndr.org



GNDR
Global Network of Civil Society
Organisations for Disaster Reduction