



ENAR aisbl is recruiting a People and Culture Officer

Deadline for applications: 1 October 2023 (midnight Central European Time)

For more than 25 years, ENAR has been the voice of the anti-racism movement in Europe. A civil society coalition of more than 150 member organisations, our role is to advocate for racial equality and facilitating cooperation among civil society anti-racism actors in Europe. Our mission is to achieve full equality, solidarity and well-being for all in Europe. Our staff is based in our Secretariat in Brussels but work closely with our member organisations based all over Europe.

Our vision is one where all members of society, whatever their skin colour, ethnicity, sex, gender, religion, disability, age or sexual orientation, participate and contribute fully in society. We specifically work to combat racism and discrimination based on colour ethnicity, national origin, nationality, religion, culture, language or legal status. We envision a vibrant and inclusive society and economy that embrace equity and diversity and the benefits of a racism-free Europe.

To achieve this, we need a solid and happy team that works seamlessly together across functions and where trust and confidence reigns supreme. ENAR is therefore looking to recruit a People and Culture Officer to help further develop a healthy workplace culture. As our People and Culture Officer we are looking to you to become the trusted person of contact for our team and as a trusted executive advisor to our Director General as part of his office.

You'll be working as part of a growing team responsible for implementing an ambitious strategic work plan and thereby grow and solidify ENAR's championing of systemic change whilst supporting ENAR and its grassroots members to advocate and support marginalised communities.

About the role

The People and Culture Officer reports to the Director General. The Officer works in close cooperation with the Director General and the Donor Relations Manager as part of the Director General's Office. The People & Culture Officer supports the Management Team and the Board by leading the development and implementation of processes, procedures and initiatives that instill a healthy workplace culture whilst ensuring legal and statutory compliance. They are the team's person of trust.

The People and Culture Officer takes the lead supporting the Director General as the Director General's Executive Assistant, they support the Director General by managing the Director General's diary and supporting the Director General in coordinating the Management Team and Board.

Your responsibilities

As People and Culture Officer, we're looking to you to:

Lead our efforts to create an attractive, healthy and nurturing work culture

- Collaborate with the Finance and Operations Manager to manage and ensure organisational compliance with Belgian employment law
- Develop and strengthen our work culture by developing and implementing sound staff recruitment, induction, and development programmes that increase staff retention
- Advise the Director General and Board on all matters pertaining to People & Culture
- Monitor and maintain a good awareness and knowledge of applicable compliance requirements on HR for Belgium-based international not-for-profit associations and private foundations
- Supervise effective and consistent implementation of organisational bottom-up appreciation and objective setting and review processes, leave, holidays and overtime
- Collaborate with the Logistics Officer and coordinate implementation of staff wellbeing initiatives
- Establish an emotional connection for employees, execs, and the organization as whole.
- Plans and carries out events for employees.
- Support strategic and proactive recruitment for year-round positions.
- Collaborate with the Finance and Operations Manager in onboarding for new hires including review and processing of paperwork, IT & setup, company introduction, compliance training, and in general creating a warm inviting environment.
- Lead offboarding for voluntary and involuntary terminations.
- Continually seeks the improvement of current HR programs while ensuring our organization is compliant with legal regulations.

Support our leaders to be the best that they can be

- Serve as the executive assistant to the Director General and support the Director General in facilitating statutory, DGO Office, and Management Team meetings
- Support the Director General to manage the Director General's diary and external engagements
- Support the Director General in ensuring effective follow-up and reporting of Board decisions, minutes, and other statutory and legal obligations
- Advise the Management Team and its members to ensure consistent, effective line management of all staff in alignment with ENAR values

Champion and channel the voice of our staff

- Serve as the person of trust for all team members in the event of conflicts or tensions
- Liaises with external providers to ensure access to appropriate psychosocial support

Be a collaborative superstar

- Serve as a member of the Director General’s Office under the supervision of the Director General;
- Support strategic reflections with other members of the Director General Team
- Draft and provide reports for the Director General and the Board to inform strategy and organisational development;
- Lead and support efforts to develop collegiality and consensus approach to decision-making.
- Support the Finance and Operations Team with logistics support for statutory meetings
- Support the Finance and Operations Team with support for HR matters

Champion our impact and effectiveness

- Oversee performance appraisal and reporting for all team members
- Oversee the staff timesheets, holiday management and reporting for all team members

What we’d like you to bring to the role:

As envisaged, we think the ideal candidate will have some or all the following qualities:

- Bachelor's degree or equivalent with several years of Human Resource management experience or related field and professional qualification;
- Experience and passion in HR, people and culture, DEI management
- Experience directly working and supporting executive boards
- Experience as an Executive Assistant for C-Level professionals
- Strong familiarity with Belgian HR legislation is desirable
- Highly organized
- Creative problem-solver – taking great pride in saving the day
- Advanced calendaring skills
- Have an attitude of doing whatever it takes to get a job done
- Cool in a crisis
- Discreet, trustworthy, and ethical
- Advance EQ, must read people well
- Resourceful / has a great network of experts
- Proactive and able to take initiative
- Has access to the leader’s email inbox and manages it for them
- Can write in their executive’s voice
- Strong digital literacy; can create high quality documents, spreadsheets, PowerPoint presentations



Job Title	People & Culture Officer
Salary	€ 3094 gross employee/month
Reports to	Director General
Responsible for	Employees, interns, volunteers as appropriate
Working hours	Full time
Contract	1 year with possibility of renewal following evaluation
Where based	Brussels

ENAR aisbl strives for a diverse staff and ensures that opportunities offered are accessible to all regardless of gender, age, race or ethnicity, religion or belief, disability, sexual orientation and gender identity. ENAR encourages members of groups which are affected by racism and related discrimination to apply for this post.

Application requirements

A complete application contains:

1. An application form [part 1](#) and [part 2](#).
Please note that the home page (part 1) of this application form is not shared with the selection committee until the interview. Please make sure that your application (part 2) is **anonymous**. Do not put your name on this form.
2. The [equal opportunities form](#). Although we would welcome receipt of this form, it is not mandatory. Please also do not put your name on this form.

CVs or European application forms **won't be accepted**. **You are required to use the ENAR application forms**. See www.enar-eu.org. All information given in the application, including the Equal Opportunities monitoring form, will be treated in a confidential manner.

All applications should be submitted via e-mail to JobApplication@enar-eu.org by **1 October 2023 (midnight Central European Time)**. Candidates should ideally be available for interviews conducted end of October-early November 2023). Please put '*Application PCO + your full name*' in the subject line of the email message. The recruitment process will include an interview and a written test. The selected candidate should preferably start in January 2024.