

## PEOPLE AND ORGANIZATION MANAGER

In this role you take care of the health of the organization. You're an organized, hands-on problem solver, who thrives in continuously looking for ways to improve processes and thinks creatively about creating a safe and inspiring environment for people to grow, collaborate and work towards THINK's mission. You're approachable, people know where to find you and you work well with all levels in the organization. In this role you report to the COO and focus on People/HR related matters as well as supporting the smooth running of the organization (both, in a remote and office environment)

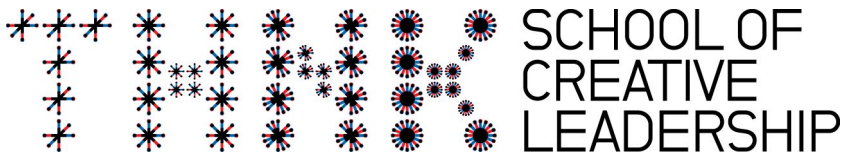
### RESPONSIBILITIES:

#### People & Culture

- **Recruiting and Onboarding:** Lead the recruitment process and hire new team members that align with our values and can help bring THINK to the next level by preparing job descriptions, keeping the careers website up-to-date, reviewing incoming applications, arranging and conducting interviews, preparing contracts, on-boarding and giving orientation to new team members
- **Managing performance and goal setting:** Organize annual performance measurement process (always be on the look-out on ways to further improve the process); organize regular sessions e.g. quarterly days for staff and faculty to inform on strategy, set objectives and ensure everyone is aligned with THINK's journey
- **Learning and Development:** Identify and act on training and development needs of staff and faculty in collaboration with line managers; develop and arrange team learning sessions as well as allocating learning budget and support the development of individual learning plans
- **Compensation and Benefits:** Keep compensation framework up-to-date; implement reward and benefit systems that keep the team valued and motivated
- **Administration and Operation:** Be approachable for managers and team members, advise on employee questions and define policies and procedures on any employee relationship related issues. Keep HR administration up to date e.g. maintaining and updating personnel data, prepare payroll, keep insurance and pension information up to date, take care of contract administration, record absences, leave schemes, filing of legal data etc.
- **Employee relations:** Manage employee relations including dispute resolutions and procedures; know who to involve whilst ensuring confidentiality throughout the process
- **Culture and values:** Integrate the THINK values in all employee processes e.g. conducting regular employee engagement surveys and other activities that support THINK to act and develop in line with the organizational values

#### Smooth running of the organization

- **Internal Communication & Knowledge sharing:** Work closely with everyone in the organization and ensure that relevant information is shared e.g. prepare email communication to staff & faculty, guide through weekly team meetings



- **Office operations & social activities:** Work closely with the Facility Manager and Receptionist to maintain office systems and supplier relations, organize special events and regular social activities with the team e.g. buying presents, organize gatherings (online and in-person)
- **Environmental and Social Operating:** Ensure that the Environmental and Social Action Plan is enforced, monitor goal setting and keep track of implementation, e.g. by scheduling and setting milestones for team members and document process

## WHO WE'RE LOOKING FOR:

- You're excited about THNK's mission and share our values
- You have at least 4-5 years of relevant work experience in a similar field
- You're passionate about people and creating an environment where people thrive
- You're a self-starter, who loves thinking about ways to improve processes and ways of working
- You have a good understanding of HR-topics and experience with Dutch labor law
- You work well with all levels in the organization, take initiative and you're assertive where needed
- You can react well to changing situations and enjoy solving problems
- You have excellent written and verbal English communication skills

If this sounds like you, please email [hr@thnk.org](mailto:hr@thnk.org) with your resume and a cover letter in PDF format. Kindly note that applicants must have the right to work in the EU prior to applying for the position.

Deadline for the application: 30 November 2020

Start date: January 2021

We are proud of the diversity at THNK and continually seek diverse perspectives to enrich our team. We're committed to being an equal opportunity employer and encourage everyone to apply!

PLEASE NOTE THAT WE DO NOT APPRECIATE THIRD-PARTY MEDIATION