



POSITION: Director of People
REPORTING TO: Global Chief of Staff
REMUNERATION: Negotiable
LOCATION: Remote (North America and Europe)
START DATE: 1 October 2022



Background

Driven by a passion to solve the climate crisis, The Sunrise Project is a team of experienced change-makers with a mission to scale social movements to drive the global transition beyond fossil fuels. With programs and staff operating across multiple continents, we have developed a unique model of grant making and campaigning that supports networks of organisations to drive powerful change towards our mission.

We have a dynamic and nimble organisational culture and we're serious about supporting our people to thrive. We move fast, lean into the urgency of the climate challenge and are scaling rapidly. Last year we doubled from 50 to 100 staff and created new legal entities in the US and Europe to help enable this growth. We anticipate this rapid growth to continue and are rapidly adapting our organisational systems to ensure we stay nimble and creative as we grow.

We believe that a diversity of experiences and perspectives will help us build stronger strategies, teams and movements. We strongly encourage First Nations people, people of colour, people living outside of cities, and people living with a disability to apply. We are continually working on becoming a better workplace for everyone. You can read our commitment to this work [here](#).

About The Role

The Director of People will work closely with the Global Chief of Staff to nurture a creative and dynamic organisational culture that recruits the best people for the right jobs, and supports them to do their best work, develop professionally, and leave work feeling supported and loving their team and workplace. Over the past two years our team has doubled to include 100 staff across Australia, North America, Europe and Asia. This newly created position will play a key role in supporting our organisation and team through another phase of rapid growth – we are poised to grow by 50% again in the next year. Working closely with the Global Chief of Operations and Chief of Staff, and our small but mighty People & Culture team, you'll be responsible for ensuring that we have the right systems and processes in place to recruit, align, and support people to unleash their potential towards our mission.

The Director of People is ultimately responsible for recruitment and hiring, onboarding, professional development, team and manager development. The role works closely with the Co-Executive Directors and Global Chief of Staff to ensure a vibrant organizational culture, high staff engagement and morale, and the integration of Justice, Diversity Equity and Inclusion into every aspect of our work.

About You

You're a warm, mature and emotionally intelligent human who deeply cares about people and is invested in their success. You're a seasoned leader and have an outstanding track record of building high-performing teams and know how to coach others to create their own brilliant teams. You love thinking about creating growth-paths for staff, acting as a management sounding board, and thinking creatively about designing organisational and team structures that support people to be in their zones of genius and achieve real world impact.

You like the idea of building cultural foundations so people can take big risks. You have a demonstrated track record of nurturing healthy organisational cultures and transforming team dynamics. You never shy away from the difficult and challenging conversations that need to be had, but you handle them with compassion and sensitivity.

You're interested in systems and processes, but you're not excited about bureaucracy – you're focused on practical and pragmatic initiatives that make things work and can devolve power without losing quality control and shared learnings.

You are concerned about the climate crisis, don't necessarily know everything about it, but can get your head around complex issues and are committed to playing your part in solving them.

Key Responsibilities

- **Manage team:** Build and manage a strategic, high-performing people team to ensure we support our people across their whole employee lifecycle effectively
- **Manage growth:** Help Sunrise manage rapid scaling while preserving and enhancing our values and culture to achieve our mission
- **Manage culture:** Help foster a strong culture of growth, development and feedback and support evolving our culture in line with Sunrise's values
- **Enable JEDI:** Support efforts of the People and Operations team to implement, and continue to iterate on our strategy to embed Justice Equity Diversity and Inclusion into our people and operational teams and processes
- **Manage HR:** Ensure we have the right policies and processes in place to support a safe, healthy and creative work environments for all staff while keeping bureaucracy to an absolute minimum including fair compensation structure and process, benefits and offerings
- **Staff development:** Design a consistent performance management and professional development strategy that supports people managers to facilitate staff feedback and evaluation and coaches managers through handling professional development and performance challenges
- **Manager development:** Work with our Director of Learning & Development to create a manager development program to develop leadership and management skills
- **Manage data:** Ensure we have strong / accurate/ clear processes and systems related to all employee data, including ultimate responsibility for our HR information system
- **Oversee HR/ employment-related risk:** including legal and reputational risks to the organization

Required Skills and Experience

- Significant experience managing people or HR teams similar experience in a similar or related role including unpaid, grassroots or lived experience
- Proven success in recruiting high performing, diverse talent at high velocity and implementing strategies to attract and retain staff
- Extraordinary emotional intelligence and interpersonal skills – up, down, across, and externally
- Excellent written and verbal communication skills
- Acts with integrity, professionalism, low ego, and high self-awareness
- Comfort moving quickly in a fast-paced, quickly evolving environment
- Experience working in a global context
- A passion for action on climate change and a commitment to social justice

Desirable Skills and Experience

- Experience helping an organization rapidly grow and scale
- Track record of developing training and development systems across individual contributors and managers
- Experience leading an organization to become more diverse, equitable, and inclusive through strong DEI programming and coaching

How Sunrise Supports its Staff

The Sunrise Project U.S. is committed to creating a workplace that supports our staff to do their best work and develop professionally. We have the following in place to help us achieve that:

- 401(k) & employer match
- 100% employer paid health, vision and dental coverage
- Five weeks of vacation leave
- Birthday leave (if it's your birthday, you get a day off)
- Cultural & solidarity leave
- 12 weeks parental leave after 12 months of service
- Access to an Employee Assistance Program
- Commitment to supporting to your professional development
- Coaching and management support with regular 1:1 meetings
- Performance reviews and feedback to support you and the team to reflect and grow
- A co-developed initial 3-month work plan to support your onboarding and provide clarity on your role and responsibilities
- Flexible work policy

How to apply

We value and recognise experience that has been unpaid, from grassroots, or is lived experience. If you meet some but not all the criteria for this position, and you are keen on the role, submit the following by e-mail to loba@ngorecruit.com quoting reference number **TPD001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with The Sunrise Project's mission

and the unique qualities you will bring to this role

Application Deadline: **25th July 2022**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about The Sunrise Project, visit their [website](#) and [LinkedIn](#) account.