



POSITION: Chief of Human Resources (HR)
REPORTING TO: Executive Director
REMUNERATION: USD 66 000 annual + benefits
LOCATION: Remote (Global South)
START DATE: November 2023



Background

Founded in 2010, FRIDA | The Young Feminist Fund is the only youth-led fund focused exclusively on supporting young feminist activism to advance social justice movements and agendas across the globe. We believe in the collective power, expertise, and innovation of young feminist organizers to address root causes and structures of inequality in order to create lasting change in their communities. To this end, FRIDA:

- Manages a small team of strategists and campaigners to develop big ideas and deliver real-world results;
- Provides small flexible grants to fund initiatives led by young women and trans youth under 30 years old with small flexible grants for core support, selected through an annual participatory review process.
- Offers opportunities for capacity development that are accessible and responsive to the needs of young feminist organizers, and based on linking and learning relationships that strengthen networks of young feminist activists within multigenerational movements;
- Mobilizes resources from both traditional and non-traditional sources, with new and modern methods, to enhance the quality and quantity of funding for women's human rights; and
- Builds knowledge for advocacy to ensure financial and non-financial policies are inclusive and responsive to the priorities articulated by young women, girls, and trans youth.

About the Role

FRIDA is seeking a new Chief of HR to plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resources (HR) team, ensuring legal compliance and implementation of the organization's mission and talent strategy.

As FRIDA has been fortunate to experience rapid growth in size in recent years, one of our organizational priorities is to ensure that our internal HR systems and structures stay relevant and adequate to FRIDA's increased size, and that all staff members are able to thrive, grow and feel supported within FRIDA. A key part of this process is to strengthen our HR capacity, to ensure that FRIDA is reaching its full potential. Currently, the HR team consists of an HR Manager and a Senior HR Officer.

The Chief of HR will ensure that organizational management, culture, and practices best serve FRIDA's HR and strategic priorities and are a reflection of the organization's commitments, mission and values. This role will work closely with the HR team and Co-Executive Directors and manage/advise on internal HR processes with the goal of cultivating and maintaining an effective overall team and a healthy organizational culture. In 2024,

FRIDA will also undergo an organizational strengthening and leadership transition process, through which the Chief of HR will play a key support and guidance role to the organization.

The successful candidate will be passionate about FRIDA's mission and values. They must be committed to youth leadership, resourcing young feminist movements; and building effective co-creative, collaborative structures within FRIDA's global, diverse staff team. This is a role committed to promoting young feminist leadership, with creative ideas on how to build a healthy feminist organization.

The Chief of HR will be supervised by an Executive Director. This position is a full-time position. The location of the position is flexible, where the applicant is legally able to reside.

Duties and Responsibilities

- Plan and execute on overall people strategy and human resource requirements, in conjunction with other team managers as needed;
- Oversees organizational employee relations practices and strategies, providing guidance to managers and supervisors on topics including but not limited to employee engagement, workplace investigations, performance and appraisals, and/or organizational policies;
- Collaborates with senior leadership to understand the teams' goals related to staffing, recruiting, and retention. Coordinates internal and external training and recruitment activities;
- Develop and implement labor relations policies and procedures and negotiate collective agreements;
- Supports HR Manager in advising and assisting other departmental managers on interpretation and administration of staff policies and programs;
- Organize and conduct employee information meetings on employment policy, benefits etc;
- Act as a strategic thought leader, and will be involved in the entire HR lifespan including but not limited to: recruitment and onboarding, training and development, compensation and benefits, compliance management (including disciplinary matters and disputes and investigations), employee engagement and satisfaction, workforce planning & development, performance and talent management, and occupational health and safety;
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs, and delegates such tasks where possible to other members of the HR team;
- Supports organizational management and leadership to identify staffing and recruiting needs; develops and executes best practices for hiring and talent management;
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS);
- Supports the HR Team on monitoring and ensuring the organization's compliance with national, state, and local employment laws and regulations, and recommended best practices. Reviews and modifies policies and practices to maintain compliance as needed;
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law and applies this knowledge to communicate changes in policy, practice, and resources to FRIDA's management and across the entire team;
- Serves as a proactive strategic thought partner to the Co-Executive Directors and Managers regarding HR considerations, policies, and procedures;
- Performs other duties as required.

Leadership Management

- Manages FRIDA's HR team, and in consultation with all FRIDA staff where applicable, to outline, oversee and support comprehensive HR policies and strategies;
- Recruits, interviews, hires, and trains new staff in their team;
- Oversees the daily workflow of their team;
- Provides constructive and timely performance evaluations to supervisees;

- Supports and advises their teams' finance processes and procedures as per FRIDA's finance and HR policies;
- Supervises FRIDA's HR team. Plays a strong director role for this team, overseeing work such as: team work planning, team budget development and team monitoring, planning, monitoring, evaluation, and learning;
- Has final authority over Q&A for the HR team and leads by example to promote a healthy and happy teamwork culture. This entails regular check-ins with supervisees, designing team accountability mechanisms, ensuring team members have a clear work plan and priorities, supporting their professional development, growth and self-care, and facilitating team coaching and bonding;
- Serves as a visible and pro-active member of FRIDA's Senior Leadership Team, CELIA:
 - Supports the Co-Executive Directors and CELIA in leading a strategic, impactful, and equitable organization, including playing a key role in building organizational culture and effective internal communications.
 - Plays a key role in supporting cross-team coordination and communication regarding HR at FRIDA, ensuring a highly collaborative and effective team.
 - Supports the Co-Executive Directors and CELIA to ensure the achievement of HR requirements (legal and internal) operations goals such as justice, equity, diversity, and inclusion.
 - May play a lead role in all-staff and senior staff meetings and gatherings when needed.
- Demonstrates embodied leadership; practices self and collective care practices in ways that work best for them and proactively encourages staff to prioritize self and collective care as well. Projects trust & confidence in their abilities and skills and recognizes the achievements and abilities of others;
- May fill in for the Executive Directors for HR related responsibilities during their absence.

External Visibility and Representation

- Must embody FRIDA's organizational culture and act as a standard of excellence for FRIDA staff;
- Represents FRIDA in a positive way and is a public face for the organization in support of FRIDA's missions and strategic goals;
- Ensures positive relationships with partner organizations, policymakers, media, and others;
- Supports FRIDA's Philanthropic Advocacy efforts.

Education and Experience

- HR Certification or a degree (Bachelor or Masters) in Human Resources, Business Administration, or related field;
- At least 6 years of human resource management experience;
- At least 6 years of experience in: managing operational systems, overseeing administration systems, strategic oversight of teams, leading participatory decision-making and consultation processes, feminist accountability and support, and financial planning and budgeting;
- At least 6 years of experience working with teams with members based in multiple countries and regions, preferably across diverse areas of the Global South;
- At least 5 years of experience in supervising a team of 5 or more staff members;
- At least 3-5 years of experience providing training to teams, preferably in virtual spaces;
- Experience working with matrix management-style teams.

Required Skills and Abilities

- Excellent verbal and written communication skills;
- Excellent interpersonal and negotiation skills;
- Excellent organizational skills and attention to detail;
- Exceptional time management and organizational skills, including experience managing multiple project flows and an ability to meet deadlines;
- Strong analytical and problem-solving skills;

- High emotional intelligence;
- Experience in people management, ideally with a background in trauma-informed approaches, conflict resolution, and non-violent communication;
- Ability to adapt to the needs of the organization and employees;
- Ability to prioritize tasks and to delegate them when appropriate;
- Thorough knowledge of employment-related laws and regulations;
- Proficient with Google Suite products or related software;
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems;
- A proven track record of interpersonal and organizational integrity;
- Strong intercultural competencies. Demonstrated sensitivity and appreciation for diverse viewpoints and different communication styles in a politically and culturally diverse environment;
- Willingness and ability to travel internationally, at least twice a year when conditions allow.

Desirable Skills & Abilities

- Experience in international development, community development, nonprofit management, human rights, or a related field;
- A strong understanding of women human rights, feminist movements, advocacy and the funding ecosystem surrounding young feminist activism;
- Experience working in women's funds or a feminist rights-based organization;
- Experience working closely with governance systems, including Executive Directors, Boards of Directors, Leadership Teams in a rights-based organization is an asset;
- Fluency or high proficiency in a second FRIDA language (Spanish, French, Arabic, Russian, Mandarin, or Portuguese)

How to apply

Interested applicants should submit the following by e-mail to thereza@ngorecruit.com quoting reference number **NFR001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with FRIDA's mission and the unique qualities you will bring to this role.

Application Deadline: **29 September 2023**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more information about FRIDA, visit their [website](#) and [LinkedIn](#) account.