

International Director of HR & Operations

JOB DESCRIPTION

About Positive Money

Positive Money is the leading international civil society organisation re-imagining our money and banking system for the wellbeing of people, communities and the planet. We are part of a growing and collective force for economic systems change. Our mission is to reform money and banking to build a *fair, democratic and sustainable* economy.

We produce ground-breaking research and policy, inform the public and politicians, regularly appear in the media, and mobilise the public behind people-powered campaigns. We believe in radical systems change and work to achieve lasting change on several fronts simultaneously: in public understanding, in the public and media debate, and at the policy and academic level. We work across four key areas: democratising money and banking, green and fair central banks, new economic thinking, and a wellbeing economy. Read more about our five-year organisational strategy [here](#).

About the role

Positive Money has developed into an international organisation, having begun in the UK in 2010, before setting up offices in the EU in 2018, and the US in 2021. The International Director of HR & Operations role presents an exciting opportunity to lead on the alignment and consolidation of HR and operations across the three offices. We see this role as pivotal for our further international development, starting with our newer EU and US offices. Reporting to one of the UK Co-Executive Directors, this role will lead our HR function and recruitment across our three offices, as well as supporting our Executive Directors and boards on compliance, governance, and other operational needs across our group.

About you

This is an opportunity for a problem solver and a leader. You will be excited to shape and facilitate the international strategy of a dynamic and progressive NGO that has undergone rapid expansion. You will have expertise working on HR and operations at a senior level across multiple countries. You will be confident in solving complex problems and working across different regulatory environments. You will have a deep commitment to progressive HR and operations practices, and to dismantling oppression within them and within our wider work. You will understand the importance of organisational culture in enabling the delivery of organisational strategy. You could come from any background or walk of life, and share our commitment to an inclusive and diverse team, and our culture of working with open-minds, innovation and trust.

We are open to candidates with the right to work in the UK or EU, as we have offices in both the UK and Belgium.

Accountabilities

Strategy

- Develop and lead our HR and people strategy across Positive Money's three offices, in close collaboration with the Executive Directors.
- Support our international strategy, including the development of our EU and US offices, and our potential expansion into other countries.

Delivery

- Lead the HR function across our three offices, delegating day to day decisions and management to operational and finance staff within each office.
- Foster alignment of HR principles, practices and policies across our three offices, within the legal and regulatory bounds of each location. Create organisational systems to aid clarity of responsibility and foster collaboration on HR & Operations.
- Develop the HR function of our new US office, including policies and processes.
- Lead on recruitment campaigns across our three offices, including recruitment strategy, and drafting and promoting job advertisements, with the support of local-level operations staff.
- Lead on HR development projects, such as HR policy reviews, working closely with Executive Directors and Boards in each organisation to understand local needs.
- Lead on compliance with regulatory requirements at our EU and US offices.
- Lead on governance development projects at our EU and US offices.
- Lead on procurement of any major new suppliers to our three offices.
- Lead on alignment of IT & digital systems across all three offices.
- Implement progressive strategies and practices to dismantle oppression within all elements of our HR and operations function across our three offices.
- Troubleshoot HR and operations problems arising as we grow as an international organisation.
- Manage budgets for HR activities, and maintain a working knowledge of the financial circumstances of each office.
- Anticipate and manage risk within the HR function across our three offices, and risks attached to our international development.

People

- Support collaboration between HR and operations staff across our three offices.
- Provide support to Executive Directors and other senior staff in each organisation on HR and Operations.
- Work with senior staff in each office to problems-solve HR or Operations issues as they arise, and 'fill gaps' on these functions at an international level.
- Role model open communication with operations staff and when working in groups.
- Work with other Directors across our three offices as an international senior management team.
- May in future line-manage other staff.

External

- Create and develop strategic relationships with external stakeholders or suppliers for the HR functions.
- Develop a network of contacts in the UK, EU and US in the non-profit sector, particularly those working in multiple countries, to draw on for advice or input on HR or operational matters.
- Keep knowledge up to date on developments in progressive thinking on HR, and

communicate this internally to our staff and boards.

Culture

- Role model self-awareness and self-reflection; supporting staff across the international organisation to develop these capabilities.
- Build leading thinking and best practice into the HR function across Positive Money International, led by anti-oppression and inclusivity concepts. Be a thought-leader on cross-organisational HR.
- Proactively support others to be excellent in their roles.
- Take personal responsibility for the HR function, setting an example to others working on HR and operations in each office.
- Foster organisational principles and behaviours (copied below) throughout the staff teams across our three offices.
- Be a role model to all staff and external stakeholders on these behaviours, as well as on wider organisational culture and values.

Person specification

Skills and Experience

- Senior HR experience across multiple countries, and experience adapting HR functions to employees and contractors in multiple countries.
- Experience working on HR across EU countries and in the US is particularly valuable
- HR qualification such as a CIPD-certified course (or similar) is desirable, but not essential if experience demonstrates HR expertise.
- Experience of working on governance and compliance matters, and of working with a Board.
- Experience of solving complex organisational problems, and working closely with senior staff and board-members on organisational development projects.
- Experience of solving challenges attached to hybrid working between offices and other remote locations.
- A high level of understanding of anti-oppression concepts and applying them to HR and operations practices.
- An understanding of the importance of organisational culture in being able to deliver organisational strategy.
- Skilled at facilitating internal or external spaces.
- A working knowledge of finance and budgets.
- Experienced in dealing with sensitive information.

Values & Behaviours

- A confident problem solver, willing to dive into uncertain or complex new areas of work.
- Willing to play a leadership role in the development of our international group.
- Passionate about our mission of reforming money and banking to build a fair, democratic and sustainable economy.
- A commitment to continued learning on anti-oppression concepts.
- High degree of maturity, able to respond constructively in pressured situations, multi-task, and manage interruptions.
- Be skilled in reflecting on your own behaviours and practices and working to change

them where necessary.

- Commitment to demonstrating our principles and behaviours (copied below) in your work.

PRINCIPLES:

Innovation: experimentation and learning, being flexible in our plans, seizing opportunities and staying responsive

Open-mindedness: embracing complexity, not pretending to have all the answers, being positive to those who challenge or disagree with us

Trust: working autonomously, assuming everyone aims to do their best work, and being agile in our ways of working

BEHAVIOURS:

- *Prioritising the organisation and team over self-interest*
- *Dismantling oppression*
- *Self-awareness and self-reflection*
- *Empathy*
- *Collaborating and working with others*
- *Appreciation of different working preferences*
- *Being responsive to own and others needs*
- *Working autonomously when necessary*
- *Trying to find solutions*

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TERMS AND CONDITIONS (for UK candidates)

Contract: The role is for an initial fixed term of 1 year with a 6-month probationary period. After a year if the contract is extended, a permanent contract will be offered.

Salary: Grade 7, full time rate of £56,953 per annum + 8% pension contribution (pro-rata if working 4 days per week). Salary rate will rise to £59,043 after 2 years employment in the role, plus any additional cost of living adjustments made to our salary scales.

Hours: 28 or 35 hours per week (4 or 5 days). Requests for a flexible working pattern will be considered. The post holder will be expected to work the occasional evening or weekend for time off in lieu.

Benefits: Positive Money is committed to developing our employees, and being a supportive, flexible and compassionate employer. We offer a range of benefits to UK staff including:

- Holiday: 25 days per annum for full time equivalent, in addition to statutory holidays. Increases to 28 days after two years employment.
- Enhanced occupational sick pay scheme that increases with length of service.
- Family friendly benefits: enhanced maternity pay for staff who've worked for us for more than 1 year, of 6 weeks at 100% salary followed by 33 weeks at 50% salary, and enhanced paternity pay for staff who've worked for us for more than 1 year, of 6 weeks at 100% of salary.
- A 'duvet day' policy to allow additional time off to support and protect staff wellbeing

- A training and development allowance of £400 per employee per year, increasing with service, as well as provision to consider larger requests for professional development. We also offer other in-house and external training and development opportunities to our staff.
- A cycle to work scheme to provide staff with a tax efficient way to buy a bicycle and accessories.

Location: Flexible between working in our London Office (Davina House, Goswell Road, London, EC1V 7ET,) and working remotely. Our London based staff work a hybrid of office and remote working. We're also open to candidates located in other parts of the UK working fully remotely, with travel to the London office expected up to two days per month.

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TERMS AND CONDITIONS (for EU candidates)

Contract: The role is for an initial fixed term of 1 year. After a year if the contract is extended, a permanent contract will be offered.

Salary: €63,400 gross annual salary (starting salary) (pro rata if working less than full time hours) + pension scheme of 4.5% of gross annual salary. Automatic indexation of gross salary to cater for inflation.

Hours: Part or Full time (30,4 or 38 hours per week, 4 or 5 days). Requests for flexible working will be considered. The post holder will be expected to work the occasional evening or weekend for time off in lieu.

Benefits: (pro rata if working less than full time hours)

- Meal vouchers, which can be spent in supermarkets & most restaurants, of a maximum €154 monthly
- Transportation costs of €49/month
- Work from home allowance of €60/month
- Remote work from abroad up to 3 months per year

Holidays: 5 extra legal holidays on top of the 20 statutory holidays for the first year of employment.

Location: Flexible between working in our Brussels office (Rue Ducale 67, 1000, Brussels) and working from home in Belgium.

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How to Apply: Please download and fill out the [APPLICATION FORM](#) in full. (*)

** If the form does not download by clicking on the link above, try right-clicking the link and "save as" or "save link as". Or you can copy and paste the following link in a new browser window:*

<https://positivemoney.org/wp-content/uploads/International-Director-of-HR-Operations-application-form.docx>

*In case that doesn't work either, please get in touch and we will email the doc to you
– recruitment@positivemoney.org.uk*

Please email your completed application form to: recruitment@positivemoney.org.uk

If you are interested in the role and would like to find out more information, please contact Paul Delaney paul.delaney@positivemoney.org.uk

Deadline: Closing date for applications is 9am on Monday 5th June

We hope the successful candidate will be able to start in July / August 2023.

Positive Money is committed to providing equal opportunities for everyone regardless of their background. We welcome applications from everyone irrespective of gender, sexual orientation, disability and ethnicity but, as women and Black, Asian and minority ethnic people are currently under-represented within the Positive Money network, we would encourage applications from members of these groups.

Please note that Positive Money can only accept applications from individuals with the right to work in the UK or EU.