

HR MANAGER

Brussels, Belgium

Heads & Hunters is looking for a passionate HR Manager for HEAL, a growing and ambitious NGO which wants to build a world in which today's and future generations can benefit from a clean environment to enjoy long and healthy lives!

The Health and Environment Alliance (HEAL), founded in 2003, is the leading European not-for-profit organisation addressing how the environment affects health in the European Union and beyond (www.env-health.org).

We are looking for an enthusiastic, people-centered HR Manager, as the organisation and team is growing and evolving. This is a new position based at HEAL's Secretariat office in Brussels, supporting a diverse team not only in Belgium, but in several European countries, with in-person and virtual ways of working.

With this new position at HEAL you can contribute to the public good, support protecting people's health from climate and environmental threats, and be a part of a vibrant civil society network.

Main tasks and responsibilities include:

- Providing guidance and developing a strategy for adapting to evolving work arrangements in the changing post pandemic context, and enhancing organisational processes and tools for teambuilding
- Leading on HR provisions and legal requirements for HEAL staff, including managing the payroll and liaising with the Social Secretariat in Belgium and other EU countries
- Coordinating the recruitment processes for new staff and long-term consultants, including updating and refining existing procedures
- Coordinating annual staff evaluations, professional development, skills enhancement and organisational health and well-being
- Refining and applying procedures for organisational administrative issues (Moniteur Belge, Statutes, Annual General Assemblies etc)
- Managing the Brussels office (liaising with the administration, office inventory, insurance coverage, IT etc)
- Participating in exchanges with managers of other Brussels-based NGOs

Skills and Experience needed:

- University degree in Human Resources
- A minimum of 5 years relevant work experience in HR, NGO and office management
- Fluent in English and French or Dutch (Fluency in another European language is an asset)
- Solid understanding of employment regulations in Belgium. Legal understanding of employment regulation in France and Germany or other EU country is an asset
- Someone who is interested and invested in people and in working with a diverse team, and a good communicator
- Interest in or understanding of the needs and constraints of a small, growing not-for-profit organisation
- Proven leadership, excellent multitasking, coordination, and problem-solving skills

What does HEAL offer you?

The opportunity to build your role and contribute to the organisation development implementing the soft and hard HR processes and ideas with passion!

This position is a full-time, permanent position, based in the HEAL Secretariat office in Brussels, Belgium. HEAL offers a competitive NGO salary and extra benefits.

Working from home is the norm until national measures in place to protect health against the spread of COVID-19 are lifted.

What does Heads & Hunters offer you?

- √ The opportunity to participate in a transparent, humane, and aspirational recruitment process.
- √ Details of the environment offered by the employer to be sure of the culture and values fit.
- √ A relationship of trust, guidance and coaching during contact with your future employer.

Whatever the outcome of our exchanges, we make it a point of honour to give you constructive feedback!

Application Procedure:

To apply, please send your CV and a one-page letter of motivation to Jennifer Van Eynde jennifer.vaneynde@headsandhunters.be

First interview will be conducted by Heads & Hunters and shortlisted candidates will meet HEAL's Executive Director, Deputy Director and Finance & Office Manager in a second step.

The Health and Environment Alliance (HEAL) is the leading not-for-profit organisation addressing how the environment affects human health in the European Union (EU) and beyond. HEAL works to shape laws and policies that promote planetary and human health and protect those most affected by pollution, and raise awareness on the benefits of environmental action for health. HEAL's over 90 member organisations include international, European, national and local groups of health professionals, not-for-profit health insurers, patients, citizens, women, youth, and environmental experts representing over 200 million people across the 53 countries of the WHO European Region.

As an alliance, HEAL brings independent and expert evidence from the health community to EU and global decision-making processes to inspire disease prevention and to promote a toxic-free, low-carbon, fair and healthy future. HEAL is independent of any political party or commercial interest. The alliance receives funding from the European Union, governments and private foundations as well as through membership contributions. We do not accept funding from sources with commercial interests (www.env-health.org).