

CAN Europe Job Description

Position/Title	Human resources Coordinator
Goal of Position	Responsible for the implementation of the human resources (HR) procedures and for the development of HR development policies (well-being, training, career development)
	<p>HR & admin management</p> <ul style="list-style-type: none"> · Implement the Belgian and foreign HR procedures (timesheets, payroll, meal/eco/culture vouchers, link with social secretariats) · Draft and file the contractual situation of the staff members (contract, job description, evaluations and others) · Admin team main point of contact for the coordination of the hiring processes · Support the direction in the development and implementation of consistent HR policies together with the Head of operations · Coordinate the welcome pack of newcomers (briefings schedule, relevant documentation,...) <p>Risk prevention at work</p> <ul style="list-style-type: none"> · As the Risk Prevention advisor of the organisation, ensuring regular communication between CAN Europe and the external Risk prevention company · Responsible for the writing, reporting, updating and implementation of the 5-years and yearly Risk prevention action plan of the organisation · Coordinating the implementation of the anti-harrasment and anti-bullying policy of the organisation · Responsible of the update and distribution of our Belgian labour regulation <p>Well-being & personal development at work</p> <ul style="list-style-type: none"> · Responsible of the writing and the implementation of the Training policy of the organisation · Organisation of regular well-being activities for the staff members of the organisation · Supporting the management team for the implementation of the yearly individual evaluations of the entire team · Participation to the reflection about a gender, diversity and inclusivity policy of the organisation

	<p>Additional input to internal affairs</p> <ul style="list-style-type: none"> · Facilitation of the internal Well-being Committee with the management team of the organisation on the different topics mentioned above · Participate in admin team meetings and team-wide processes and matters relevant to the organisation as a whole as required · Support and provide back-up for other members of the admin team, especially the IT & Office Coordinator · Admin coordinator, IT & Office coordinator or Head of Operations are your back up in case of absence
Supervisory responsibilities	None
Line management	This position is line-managed by the Head of Operations
Time requirements	Full time or 4/5

% of Time	Main team responsibilities
50	Administration and finances
40	Management and planning
10	Communication and representation
0	Capacity and outreach
0	Policy work and coordination
10%	TOTAL
% of Time	Specific responsibilities
50	HR & Admin management
20	Risk prevention at work
20	Well-being & personal development at work
10	Internal affairs
100%	TOTAL