

Systemic Justice

Head of HR, People & Culture | Job Description

Systemic Justice works to radically transform how the law works for communities fighting for racial, social, and economic justice. We are looking for a new colleague who can design and manage our HR, people experience and organisational culture to enable our team to deliver on our vision.

This an exciting opportunity for a mid-career HR professional with substantial experience in HR within Europe as well as with promoting anti-oppressive organisational culture.

About Systemic Justice

Systemic Justice works to radically transform how the law serves communities campaigning for racial, social, and economic justice. We believe that those most impacted by systemic injustices should be at the centre of efforts to dismantle them. That's why we partner with communities to co-create and co-implement litigation strategies and litigate cases that challenge the structures perpetuating inequality and harm.

The role

- **Position type:** full-time (4 days per week, 32-hour work week)
- **Duration:** 12 months with possibility of extension
- **Location:** Remote, based within the European Union
- **Compensation:** Annual gross salary up to EUR 75.000 + up to 10% pension contribution.

The Head of HR, People & Culture is responsible for leading the strategic development of our people experience, organisational culture, and HR operations in alignment with our foundational values of anti-oppression, intersectionality, and justice.

Operationalising these values across the organisation at a time of growth is a core part of the responsibility of this role. Recognising that racial, social, and economic justice work can have a significant impact on team wellbeing we are looking to build an organisation where our team is guided in identifying and implementing sustainable working practices, facilitating people's growth and learning, fostering trust-based relationships and transparency, and encouraging an organisational culture that truly brings our organisational values to life.

The role will also be responsible for establishing and maintaining foundational HR practices and compliance across areas such as employment, recruitment, and "performance", while also recognising the distributed nature of our remote team across a number of different countries in Europe.

The Head of HR, People & Culture is one of two senior leadership positions in our operations team, the other one is the Head of Finance & Operations. The two positions have distinct

areas of responsibility but work closely together. The Head of HR, People & Culture will also be working closely with our Executive Director and be an integral part of the senior leadership team, which is jointly responsible for the overall development of the organisation to realise our strategic objectives.

Key responsibilities

HR strategy, operations, and leadership

- Collaborate with the rest of the senior leadership team to provide a clear and impactful model of what leadership means at Systemic Justice for other members of the team.
- Participate in and lead discussions across the leadership team to help guide and set a progressive and strategic direction of your area of focus in alignment with our values and mission.
- Develop a strategic approach to workforce planning to support sustainable and responsible growth
- Be responsible for all aspects of recruitment in a growing organisation.
- Working with local HR legal partners, ensure the organisation's compliance with all relevant employment laws across different jurisdictions in Europe.
- Manage Systemic Justice's relationship with local employment and payroll providers in the countries in which our team members are located.
- Plan, lead, develop, coordinate, and implement HR policies, processes, trainings, initiatives, and feedback spaces.
- Build and manage the Human Resources budget with the Head of Finance & Operations and Finance Manager in line with our strategic objectives
- Oversee the procurement and selection of third-party providers relevant to HR.

People experience

- Develop and further enhance the people experience vision for an organisation with our values and mission.
- Plan and execute the people experience vision across the organisation, in alignment with our values and mission.
- Develop a progressive approach to "performance management" in alignment with our operational values.
- Develop and implement a holistic and progressive approach to employee wellbeing.
- Lead work environment and organisational culture conversations and team development meetings in line with our foundational values.
- Support team members in addressing employee concerns and providing solutions to improve employee satisfaction.
- Share joint responsibility with the Head of Finance & Operations for our three annual team retreats.

What we hope you'll bring

- A strategic and progressive approach to the HR & people/culture experience field, which seeks to question the status quo and identify what an organisation which operationalises our values could look like in practice.
- Demonstrated and extensive experience leading HR, organisational culture development, or related field with a focus on employee support and well-being in a growing organisation.
- Experience delivering HR in a way that combines the foundational aspects of HR (employment, recruitment, compliance) with building values-aligned and trauma-informed systems of care and support.
- Collaborative leadership skills and experience as a highly effective and trusted colleague, with an ability to foster collaboration at all levels across an organisation.
- Experience conceptualising and implementing learning and development programs.
- Project management experience and comfort managing several streams of work at the same time.
- Ability to foster and grow a collaborative, sustainable and values-aligned organisational culture in a remote organisation.
- Exceptional sense of judgement and problem-solving skills, and the ability to manage time and energy across a range of competing priorities.
- Ability to work independently and collaborate effectively with others.
- Exceptional verbal and written communication skills, with a focus on kind and impactful communication at all times.
- Fluency in written and spoken English.

In addition to this, the successful candidate is highly organised, keen on taking initiative, and has an excellent eye for detail.

Anticipated impact in the first 6 months

1 – 2 months: Learning and building relationships

- Develop a clear understanding of the organisation's mission, strategic objectives and founding values
- Build trust-based relationships with team members, senior leadership, and external HR/legal partners.
- Gain a clear picture of existing HR policies, practices, and systems
- Implement our current recruitment process for prioritised roles
- Work with the Executive Director and Senior Leadership Team to develop a plan to strengthen and sustain the organisation's culture and values in its transition and to accompany our vision for growth

- Work with Head of Finance and Operations to establish efficient alignment between HR and Finance and Operations
- Attend team retreat

3-4 months: Co-creation and early implementation

- Conduct onboarding for newly recruited team members
- Implement plan for strengthening and sustaining the organisation's culture as we grow our team
- Review existing HR policies, systems and processes through an anti-oppressive and values-based lens and identify any gaps and ways of improving them
- Implement plan to improve and operationalise existing HR policies
- Develop policies for where gaps have been identified
- Work with Head of Finance and Operations to plan our next team retreat

5-6 months: Strengthening foundations for growth

- Pilot and begin embedding revised or new HR policies and systems, with clear communication and opportunities for feedback.
- Develop a framework for strategic workforce planning in alignment with our vision for growth and that can support us in achieving our next strategic objectives
- Support leadership conversations around culture, wellbeing, and sustainable ways of working as the organisation evolves.
- Help plan for and attend our next team retreat

Conditions

Position type: full-time (4 days per week, 32-hour work week)

Duration: 12 months with possibility of a permanent contract after the initial 12-month period, based on funding and organisational needs.

Compensation: Annual gross salary up to EUR 75.000 + up to 10% pension contribution. The salary may be adjusted down based on the cost of living in the country of the applicant, which means the salary may be lower (but not higher) than the advertised rate. Systemic Justice relies on EUROSTAT to determine cost of living rates in Europe.

Location: Candidates must be based in the European Union and have the right to work in their country of residence.

Travel: Periodic travel across the Council of Europe region to engage with communities, partners, and team members is required.

Staff meet-ups: Our team meets in person three times a year to discuss strategy, organisational development, team well-being, and more. In addition to this, individual team members meet bilaterally or in smaller groups when needed.

Contract and payroll: While Systemic Justice is registered in the Netherlands, our team is employed on local employment contracts in the jurisdictions they live and work. Payroll is also run locally.

Application process

Our work is rooted in our foundational values of anti-oppression, intersectionality, and justice. We invite anyone who does not have lived experience with systems of oppression **to reflect on their suitability for this role before applying, and to address this as an introduction to their responses to the above questions** if they choose to apply.

A note on AI: Systemic Justice does not use AI in its recruitment processes. As an organisation which recognises how AI can harm marginalised communities, we ask the same of our candidates.

Equal opportunities statement

Systemic Justice is deeply committed to building an organisation that reflects the communities we work with. We understand that creating transformative change requires bringing together diverse perspectives, experiences, and expertise. When we say we want to transform how the law works for communities fighting for justice, we mean transforming who has access to legal careers as well.

Decisions related to hiring, compensation, training, evaluating performance, and termination are made fairly and transparently. We provide equal employment opportunities to all qualified candidates and employees. This commitment to equity extends across every aspect of our employment practices and organisational culture.

We strongly encourage applications from people with lived experience of the injustices we work to address, as well as people who examine their positionality and take responsibility for creating diverse, equitable, inclusive work environments.