



backing local change.

POSITION DESCRIPTION

Human Resources Lead

POSITION TYPE

Volunteer

Part Time - 3-5 hours per week

REPORT TO

Chief Executive Officer (CEO)

Chief Financial Officer (CFO)

The ygap team is welcoming a Human Resources Manager to support the team and the social impact of the organisation on a volunteer basis.

If you have experience in the world of HR and are looking to use your skills to make an incredible social impact while working with an energetic dynamic team - this is the role for you.

We offer you total flexibility, estimating 3-5 hours of support weekly to make a world of a difference to our organisation. Our central Richmond office is set up in an open plan environment, offering a flat hierarchy team structure, plenty of coffee and tea facilities as well as regular team outings.

We are growing and we can't wait to welcome you to the team!

ABOUT YGAP

Ygap is an international development not-for-profit with an innovative approach to alleviating poverty.

We back innovative impact ventures led by local people in some of the world's toughest communities.

This is the most effective and sustainable way to tackle poverty; local impact entrepreneurs deeply understand the unique challenges of their communities and are best placed to develop impactful solutions.

Ygap provides the opportunity, training, funding and the ongoing support to grow social impact ventures and lift communities out of poverty.

We work across Africa, SE Asia, the Pacific and Australia. To date, we have improved the lives of close to 600,000 people living in poverty.

OUR RECRUITMENT GUIDING PRINCIPLES

We have three guiding principles by which we approach our hiring process:

1. We embrace working remotely and flexibly: it is about the quality of work and how best to achieve this
2. We encourage applicants from all cultures, ethnicities and backgrounds.
3. We have a strong focus on diversity, inclusion, gender equity and gender equality across all our operations.

OUR VALUES

Humility

It's not about us, it's about the people we serve.

Empathy

We genuinely care about the work we do

Integrity

We work like everyone is watching

Effectiveness

We make decisions and then get things done

Innovative

We challenge assumptions, test new ideas and take smart risks

KEY SELECTION CRITERIA

Experience in:

- Recruitment
- Human Resources Management
- Performance Management
- Compensation and Wage Structure
- Classifying Employees
- Employment Law
- Laws Against Sexual Harassment
- A strong commitment and desire to improve the lives of people living in poverty.

APPLICATION PROCESS

- Please submit a cover letter addressing "Key Selection Criteria" together with a current CV to manita.ray@ygap.org. Please include in the subject line of the email "<First Name> - HR Volunteer - Application"
- Applications will be processed and candidates interviewed as applications are received and we encourage you to apply early.

KEY RESPONSIBILITIES AND DELIVERABLES

1. Maintaining and updating job descriptions for all positions
2. Managing recruiting of new roles
3. Inducting new staff and volunteers & managing the induction process
4. Training staff about Performance Management
5. Maintaining, preparing, updating, and recommending human resource policies and procedures
6. Maintaining human resource records