



Job Description: Global Head of HR

About Enabling Leadership

We have a mission to change the world and we're looking for like-minded individuals to join us! At Enabling Leadership, we believe that creating a different generation of "leaders" is the solution to most of the complex global challenges we face today.

Our unique programs, "EL - Create" (music), "EL - Play" (football) and EL- Build (Lego) are designed to equip children, especially those who are economically and educationally marginalized, to rewrite the definition of being "successful". It is essential to redefine this in terms of people who take responsibility for their own individual, and our shared, combined futures. Our young "leaders" demonstrate and embody these values, principles, behaviours, choices and actions, recognizing that in order for me to win, everyone must win.

Every child can, and should be a leader – a role model, a global citizen and a positive contributor – it is critical for every individual to be this kind of a leader, and not just a handful of people. Now, more than ever, children need to recognize that we live in a shared world and we must learn to collaborate, think creatively and inspire positive action. Learn more at www.enablingleadership.org

Working at Enabling Leadership

As a culture-first organization, we are looking for individuals who embody the values and behaviours we work tirelessly to teach our students every day. Our teams have the opportunity to work with a diverse set of stakeholders including children, parents, school communities, sportspersons, musicians, artists, volunteers, nonprofits, media and educational institutions, and corporates amongst others. We look for individuals who pride themselves on high performance and productivity, whilst also prioritizing individual wellbeing (we don't limit sick leave days, we believe every employee's health comes first!). Our staff design and manage their own schedules, choose where to work from (no cubicles!), and have a dynamic leadership team to work with. Our priority is to develop passionate, responsible, creative and accountable employees, championing our values in today's world.

Position Summary:

The Global Head of HR is a senior leadership position responsible for overseeing and driving the HR function for the organization. With 12-15 years of experience in human resources, the Head of HR will set the strategic direction for HR initiatives and work closely with the CEO and the leadership team to align people priorities with the organization's goals across India and other global markets like Kenya & Cambodia.

This role requires a hands-on leader capable of managing both strategic and tactical HR needs while building a high-performing HR team that supports the organization's evolving needs.

Reports to: This position will report to the CEO and lead a team of two experienced HR professionals.



Roles & responsibilities:

1. HR Strategy & Leadership

- Develop and execute HR strategies that align with the organization's mission, values, and strategic goals.
- Collaborate senior leadership to anticipate and address workforce needs.
- Foster a culture of excellence, inclusivity, and continuous improvement across all HR functions.

2. Recruitment & Talent Acquisition

- Oversee and drive the recruitment strategy to attract diverse, top-tier talent from the relevant industry.
- Streamline end-to-end recruitment process and develop programs to enhance talent acquisition efforts, including sourcing, referrals, employer branding, interviewing skills.
- Monitor recruitment metrics and optimize strategies to ensure hiring goals are met.

3. Employee Engagement & Culture

- Design and implement programs to build a positive organizational culture, ensuring alignment with the company values and ways of working.
- Lead efforts with the CEO and the management team to increase employee engagement, retention, and satisfaction, addressing concerns and fostering open communication around areas of improvement.

4. Performance Management & Development

- Oversee the performance management process and lead initiatives to foster a high-performance culture within the organisation.
- Coaching and support to managers on performance issues and improvement plans.

5. HR Operations

- Oversee HR operations, including benefits, HRIS, payroll
- Develop and maintain HR metrics to evaluate the effectiveness of HR initiatives and make data-driven improvements to improve operational efficiency and ensure ROI.

6. Compensation & Benefits

- Design and manage organization's compensation and benefits programs, ensuring competitive offerings aligned with the organization's budget.
- Conduct market analysis to ensure equitable and competitive compensation strategies and tools for employee retention.

7. Talent Development & Management

- Develop and drive annual L&D agenda including devising training programs and development initiatives.
- Foster career progression of employees by streamlining processes like internal job posting, employee development plans
- Lead org design efforts in collaboration with the Management team and the CEO, ensuring that employees feel supported and guided through transitions such as restructuring.
- Drive Cyclic talent management initiatives such as succession planning and resource forecasting.

10. Employee relations & Compliance

- Ensure compliance with employment laws, regulations, and internal policies, while maintaining a high level of confidentiality and professionalism
- Act as a trusted advisor to leadership and employees in handling sensitive employee relations issues.

11. Team Leadership & Development

- Oversee a small HR team (2 direct reports), providing mentorship, coaching, and development opportunities.
- Guide and empower the team to deliver excellence in their respective areas.
- Foster a collaborative environment where HR team members are motivated to grow and take ownership of key initiatives.

Education and Skill Requirements

- Bachelor's degree in human resources or a related field like Psychology. A Master's degree or professional HR certification is highly preferred.
- 12-15 years of progressive experience in human resources, with at least 5 years in a senior HR leadership role.
- Proven experience managing an HR team with a focus on mentoring and developing team members.
- Strong experience across all functions of HR including operations, recruitment, performance management, talent management and talent development.
- Excellent communication, interpersonal, and conflict-resolution skills.
- Strong problem-solving abilities and the ability to navigate complex HR issues with sensitivity and professionalism.
- High attention to detail and organizational skills, with the ability to manage multiple priorities effectively
- Good analytical skills to draw inferences from HR metrics and monitor ROI across the HR function
- Experience in a non-profit or mission-driven organization is preferred.

Attributes

- Passion for the organization's mission and commitment to creating a positive and inclusive organizational culture.
- Proactive, hands-on leadership style with the ability to balance strategic and operational priorities.
- Strong emotional intelligence and the ability to build relationships and influence at all levels.
- Flexible, adaptable, and comfortable with ambiguity in a rapidly changing environment

Salary: As per market standards, based on experience. Enabling Leadership is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, colour, national origin, gender, gender identity, sexual orientation, age, among other things, or status as a qualified individual with disability.

To apply, please email your CV to [**careers@enablingleadership.org**](mailto:careers@enablingleadership.org)