



Position	Human Resources Director
Responsible to	Chief Executive Officer
Contract duration	Permanent, full time
Salary	50 000 – 55 000 € per annum + one-month performance-related bonus
Location	EURORDIS Headquarters Paris Plateforme Maladies Rares 96 rue Didot, Paris 14 ^{ème} , France

ABOUT US

EURORDIS-Rare Diseases Europe is a unique, non-profit alliance of over 1000 rare disease patient organisations from 74 countries that work together to improve the lives of over 300 million people living with a rare disease globally. By connecting patient, families and patient groups, as well as by bringing together all stakeholders and mobilising the rare disease community, EURORDIS strengthens the patient voice and shapes research, policies and patient services. EURORDIS' workforce is made up of approximately 50 staff members, employed in 5 countries, and 460+ volunteers. EURORDIS has offices in Paris, Brussels and Barcelona.

MAIN SCOPE

We are currently looking for an experienced Human Resources Director (job creation) who will work closely with the Chief Executive Officer to lead EURORDIS Human Resources and ensure that all HR operations are carried out smoothly and effectively and aligned with our strategic objectives. This is an ideal role for a human resources professional looking for a role where they can step up into a more strategic position as you will be responsible for developing HR strategies and providing sound advice to senior management on all related subjects. You will be responsible for recruiting and retaining talent, managing training and career development, developing HR policies and ensuring well-being at work. The workforce includes both the staff and the volunteers. You will be supported by the HR Support and Payroll Manager for some tasks.

THE KEY TASKS OF THE POSITION INCLUDE:

- Support the culture, strategy and workplace experience
 - Strategic thinking and design of the team organisational structure with Core Leadership Team
 - Supporting Strategic Objectives within the Core Leadership Team, providing strategic advice and guidance to senior leadership and managers
 - Developing and implementing human resources policies and procedures for staff and volunteers

- Talent acquisition and retention
 - Responsible for hiring talent and negotiating employment contracts
 - Onboarding and offboarding: design processes and monitoring
 - Staff well-being and dialogue with the staff delegates
 - Motivating and supporting current staff: designing benefits/ compensation packages, performance evaluation programme, staff retention policy and training packages

SKILLS AND CAPABILITIES WE ARE LOOKING FOR:

Education:

- Master's degree in human resources management

Required:

- Minimum 5 years as an HR specialist/manager working with senior leadership
- Excellent verbal and written communication skills in English
- Experience in a multicultural environment
- Good listener and effective speaker, strong relationship-building, able to establish trust
- Result-oriented, strong problem-solving skills and negotiation skills to manage our staff

Preferred:

- Good command of French
- NGO / non-profit organisation experience and/or understanding

HOW TO APPLY

Applications (CV and cover letter) for the position should be sent by email to jerome.mauge@cabinet-someone.com