

Recruitment and Development Manager

Who are we?

Proforest is a mission-driven organisation that works throughout agricultural supply chains supporting the production and sourcing of agricultural and forest commodities that deliver positive environmental and social outcomes for People, Nature and Climate. These cover issues like protecting and restoring forests and natural ecosystems, respecting worker's rights, advancing gender equality, and engaging with communities and indigenous people. Through our consultancy services, we help companies put their sustainability commitments into action both within and beyond supply chains. We also facilitate pre-competitive collaboration with peer companies and other stakeholders like governments, civil society and communities, and we support multi-stakeholder initiatives and landscape approaches that build common goals, address systemic issues and deliver positive outcomes at scale.

We have a great team of excellent people and are looking for someone who can support our ongoing growth, help our staff drive their professional development and channel their passion into action.

Responsibilities

The Recruitment and Development Manager will lead the implementation of our recruitment, induction and development processes:

- **Establish and actively implement best practice** processes, tools and systems for recruitment and selection, ensuring efficient and seamless processes as well as compliance with GDPR
- **Oversee recruitment campaigns** including establishing recruitment plans, supporting development of job descriptions, ensuring cost-effective marketing through appropriate channels, supporting screening and shortlisting, attending selection panels and supporting decision making
- Support the **development and maintenance of relationships** with universities and implement our graduate scheme
- **Develop systematic and proactive approaches for staff training and development**, enabling individual progression and personal growth
- **Further develop our induction processes** to ensure a positive onboarding experience for all new staff, and a seamless transition into role delivery.

What is your profile?

We are looking for people who have passion for what we do and with a track record in driving and implementing change in organisations. To succeed in this role the ideal candidate must have excellent people and organisational skills, be able to quickly adapt to a changing and dynamic environment, and work collaboratively with different functions across the organisation.

A degree or equivalent qualification in a Human Resource related discipline, combined with several years of professional experience in a similar role, including recruitment and HR process improvement would be a strong advantage.

Why should you work for us?

- We all share the same vision and mission to support the transition to agriculture commodity production and sourcing that delivers positive outcomes for people, nature and climate;
- We trust our people and offer flexibility, including hybrid working, while also maintaining a strong sense of team cohesion;
- We are a global organisation, with offices and staff in more than 17 countries, speaking more than 40 languages;
- We also enjoy spending time with each other outside of work and you will have the opportunity to join spontaneous picnics or regular get togethers and parties.

Key Terms:

- Type: Permanent, full time or part time (at least 3 days/week)
- Location: This position will be based in our Oxford offices. We operate a hybrid working policy and some home working is acceptable
- Salary: GBP 40,000-50,000 depending on experience and pro-rated for part time

Please send your CV and cover letter to personnel@proforest.net by 8th January 2022.