

VACANCY

HR Partner (HR Lead)

Location: Remote

Type: Volunteer position, 7-10 hours per week

Start date: As soon as possible

Reporting to: President

About Eduxo.eu

Eduxo.eu is a Belgian non-profit organisation working to advance **democracy, gender equality, and youth participation** across Europe. Through advocacy, education, and community-building, we empower citizens to shape more inclusive and representative societies.

Role Overview

We are looking for an HR Partner to support Eduxo's leadership in aligning people strategy with organisational growth. This is a senior, cross-cutting role, acting as a strategic advisor to the President, Board, and Team Leads on all HR-related matters — from recruitment and performance to engagement and organisational structure.

The role is key to ensuring that Eduxo scales in a sustainable, structured, and people-centred way.

Key Responsibilities

- Advise leadership on HR strategy, structure, and organisational development
- Support team leads in managing performance, feedback, and team dynamics
- Contribute to defining roles, responsibilities, and team structures
- Support conflict resolution and sensitive HR matters
- Ensure alignment between HR practices and organisational values
- Lead Talent Acquisition, Learning & Development, and Engagement roles
- Identify risks and propose solutions related to people and culture
- Contribute to building scalable and sustainable HR processes

Profile we're looking for

- Experience in HR, people operations, or organisational development
- Strong understanding of team dynamics and organisational structures
- Ability to advise and support leadership in a strategic way
- Excellent interpersonal and communication skills
- Discretion and ability to handle sensitive situations
- Structured, proactive, and solution-oriented mindset
- Interest in working in an international NGO environment
- Interest in democracy, equality, and youth empowerment

What you'll gain

- Direct exposure to leadership and strategic decision-making
- Experience in shaping HR strategy within a growing organisation
- Development of advisory and organisational skills
- Opportunity to influence culture, structure, and growth
- Direct impact on a growing European organisation
- A volunteering / pro-bono international contract
- Fully remote collaboration, with in-person opportunities in Brussels
- Possibility to receive the EDUXO Badge as an Interest Group Representative to EU institutions
- Flexible time and autonomy
- Free Career Desk support with an HR expert
- Free psychological support
- Access to international high-level and networking events
- Monthly internal trainings and opportunities
- A supportive, feminist, inclusive community
- Insurance coverage during in-person volunteering activities
- As a member, you can apply for governance roles and actively participate in decision-making processes

How to Apply

Send your CV and (if available) a portfolio or examples of previous work to Jasmine D'Ambrosio (Talent Acquisition Specialist) at talent@eduxo.eu

Subject line: **HR Partner – [Your Name]**

Application Process

There is **no fixed deadline** for this position. Applications are reviewed on a **rolling basis**, and the vacancy will remain open until the position is filled. Early applications are encouraged. The process includes 1 interview of 30-45 minutes.

At Eduxo, we are committed to diversity and inclusion. We strongly encourage applications from individuals of all backgrounds.

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