



Human Resources Director

## Description

### About Justice Defenders

From Uganda to the United States, we are living amidst a global justice crisis. The lack of access to justice impacts 5.1 billion people worldwide, affecting families, communities, and society at large. Three million men, women and children are being held in overcrowded prisons without a trial. Countless voices are lost in the noise.

Founded in 2007 as the African Prisons Project, Justice Defenders is an organisation and movement from all walks of life: prisoners, prison officers, lawyers, judges, and allies. Over the past 13 years, Justice Defenders has leveraged its success to build committed relationships with influential international organisations and individuals and relies on a network of connected and generous donors. Justice Defenders is a registered U.K. charity and U.S. nonprofit with a global team currently based in the U.K., Kenya, Uganda, Gambia, Italy, and the USA.

The organisational culture is shaped by the core values of bravery, humility, and solidarity. These influence the thinking and daily behaviour and are used routinely in decision making, priority setting, and implementation of all aspects of the organisation's work.

### About the Role

Reporting to the Chief Operating Officer, the Human Resources Director will harmonise and further develop Justice Defenders' human resources policies, standards and process across its offices and programs. The Human Resources Director will help lift the organisation's effectiveness through adequate performance management systems and feedback mechanisms, which allow it to become a place where every individual can flourish and grow as a Justice Defender.

### Duties and Responsibilities

- Guide and facilitate the further development of HR policies and standards.
- Support the Chief of Staff and Country HR Managers in developing a culture where all of Justice Defenders' people, both in prison and outside of prison, are supported to thrive through every stage of the HR cycle.
- Effectively plan and work at strategic and operational levels.
- Facilitate a community of HR practice across country offices to build on what already works and identify, prioritise and close gaps in close cooperation with country offices.
- Design, develop and implement HR policies, standards, and systems across Justice Defender's offices and programs aligned with our commitment to 'radical integration' and recognising the needs of those in prison and outside of prison.
- Build the capacity of the HR staff throughout the organisation through frequent in-service training sessions and mentoring support.
- Establish and lead the performance management process across all offices and programs.
- Ensure that employee relations issues are handled appropriately, proactively responding to and managing counselling, employee grievances and disciplinary matters as required.
- Lead people well-being initiatives together with the Chief of Staff
- Oversee and manage the recruitment process for new international staff, ensuring proper orientation and onboarding processes for new staff.
- Provide oversight and consistency in position titles and grades across all field locations.
- Develop and update Staff Human Resources Handbooks as necessary.
- Ensure effective workflows are in place for all stages of a staff member's journey.

### Skills and Experience

- Relevant Master's degree or equivalent professional qualifications and training in Human Resources Management
- A strong track record at the senior level in HR management within foundations, NGOs, social entrepreneurs, or businesses in international development
- Demonstrates servant leadership, building HR skills and capabilities across offices and programs through leading by example, training and coaching.

### Meta Fields