**Job Title: Volunteer (remote) -HR (Policies & Handbook)**

**Job Type:**    Voluntary (unpaid) position

**Key Skills:** HR experience in policy & handbook development(preferably from non-profit sector)

**​Org Category:** Not for ProfitThink-Tank (Action Research)

**Org Focus Areas:** Sustainability, Risk Analysis & Management, Climate Change, Societal Collapse, Resilience

**Start Date:**  July 2022 (Tentative)  
**Commitment :**  Min. 3 months (4 hrs/week Total: 48 hrs)

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**About Global Crisis Response (GCR):**

**Focus Areas:** Sustainability, Risk Analysis & Management, Climate Change, Societal Collapse, Resilience

**Global Crisis Response** is a systematic effort aimed at collectively exploring the best means to articulate & navigate the current era of the Anthropocene characterized by Climate Change, scarcity, chaos & uncertainty, forecast the future of trajectories human civilization & explores alternative paradigms (Pluriverse) & transition roadmaps. It is the flagship initiative of **Orb Tranz Research & Broadcasting Foundation, a not for profit** (Section-8 Company) registered in Mumbai, India. It came into existence in April 2021.

**Job Summary:**

We seek the entire HR policy related checklist that will be necessary to achieve GCR immediate & long term goals. The role involves working on the people strategy of the organisation with special focus on creating policy documents, employee handbook, induction process etc. that are aligned with the vision and mission of the organisation. The organisation is embarking on its journey of putting in place its HR structure and guidelines hence is looking for HR expertise to crystallise its policies and procedures. This assignment is of strategic value hence we will support the volunteer with all the support and information. This is a remote role and a certificate/ letter could be provided on successful completion of the role.

**Responsibilities & Duties:**

* The Project involves understanding GCR's vision in order to formulate an effective strategy.
* Developing policies and procedures for the organisation
* General code of conduct for the volunteers, employees etc.
* Creating employee handbook
* Designing an induction process

**Qualifications & Skills:**

* The volunteer preferably must have either an experience in formulating HR policies (in HR or legal role) especially in the non-profit (Global Think Tank & advocacy).
* Experience in HR business partnering or generalist role
* Experience in policy creation
* Critical thinking
* Eye for detail

**Time Commitment:**

* Minimum 3 months commitment
* Commit atleast 2 hours per week for orientation, discussion & meetings
* Commit atleast 4 hrs per week (total= 48 hrs 3 over months)
* The actual time commitment could vary depending on situations

**Disclaimers:**

* Although Climate Change is an important aspect of our work it is not the primary focus
* Candidates who are passionate, committed towards holistic learning, dedication to stick with the work and can have patience with a new NGO that is just getting going will benefit the most from this opportunity.
* We are a budding organization with meagre resources and supervision capabilities, so please be aware that you will need to be flexible and self-motivated. In exchange we do offer a unique research experience in a welcoming and passionate team, and a chance to explore radical and non-mainstream ideas outside of traditional institutions.

**Application Instructions**

* All candidates are expected to explore the contents of our website (<https://www.globalcrisisresponse.org>) before applying for the volunteering position.
* Candidates are requested to send their latest CV to [sudhir@globlcrisisresponse.org](mailto:sudhir@globlcrisisresponse.org) along with a brief note (50-75 words) describing their motivations for applying and why their skills and expertise are a right match for this profile.