



People & Culture (HR), Office, and Finance Manager

Job Title:

People & Culture (HR), Office, and Finance Manager

Reports To:

Deputy Director, Greenpeace European Unit (EUU)

Location:

Brussels, Belgium

Contract Type:

Permanent contract, 80% or Full-Time

For questions, contact: Martina.Krueger@greenpeace.org

Role Purpose

To lead the People & Culture (HR), office operations, and finance coordination functions of the Greenpeace European Unit in Brussels. This is a solo role with a high degree of autonomy and a clear mandate to improve systems and processes. The manager is expected to foster a welcoming, inclusive, and well-run workplace, in alignment with Greenpeace's mission and values.

Key Responsibilities

1. People & Culture (HR) Management

- Act as the primary HR focal point, managing all day-to-day HR operations.
- Ensure contract, payroll, and benefits administration comply with Belgian labour law.
- Liaise with the Social Secretariat and external partners for accurate and timely salary processing.
- Coordinate recruitment, onboarding, and offboarding processes.



- Support initiatives to improve staff wellbeing, performance, and development.
- Foster a positive and inclusive team culture, and act as a confidential contact point for HR matters.
- Engage with the global Greenpeace People & Culture network and adapt best practices to the EUU office.
- Act as the primary contact for union-related matters, including staff representation and social dialogue, ensuring respectful and constructive engagement with staff delegates and alignment with Belgian labour regulations.

2. Equity, Diversity & Inclusion

- Actively support a culture of equity, dignity, and respect within the workplace.
- Review and improve internal HR and recruitment practices to promote diversity and inclusion.
- Collaborate with staff to raise awareness of inclusive workplace behaviours and norms.
- Monitor and flag systemic issues that may impact team equity or wellbeing.

3. Office Management

- Ensure smooth day-to-day operations of the EUU office, including facilities, stock, and supplier management.
- Serve as primary liaison with the landlord, service providers, and contractors.
- Oversee Health & Safety policies, First Aid coordination, and building compliance.
- Maintain a cosy, safe, and functional office space — and initiate improvements where needed.
- Manage the organisation's general communications inbox and reception duties.
- Ensure compliance with administrative obligations under Belgian non-profit law.



4. Financial Administration

- Monitor the office bank account, pay invoices, and manage expense records.
- Liaise with the external bookkeeper, financial controller, and auditors.
- Assist with budget preparation and financial reporting for the Annual General Meeting.
- Ensure timely submission of financial and legal documents as required.

5. Digital Tools & Process Improvement

- Evaluate current office, HR, and finance systems and propose improvements or updates when appropriate and safeguard confidential information
 - Lead the transition to more effective, user-friendly digital tools and workflows.
 - Promote efficiency and simplicity in internal processes.
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Decision-Making & Autonomy

- This role operates with a clear mandate and high autonomy.
- The postholder is empowered to make operational decisions related to HR, office, and finance administration within an agreed framework.
- They are expected to design or improve procedures and systems fit for purpose, consult where needed, and keep SMT informed of key changes



Required Skills & Experience

- Minimum 3 years of experience in HR and/or office management roles.
- Excellent understanding of Belgian labour law, non-profit regulations, social dialogue frameworks, and health & safety requirements.
- Understanding of basic financial administration and bookkeeping principles.
- Demonstrated experience working with trade unions or employee representatives, preferably in a Belgian or European context.
- Strong organisational, planning, and time-management skills.
- High degree of initiative, problem-solving ability, and attention to detail.
- Excellent interpersonal and communication skills.
- Full professional fluency in English (working language), and working proficiency in Dutch or French.
- Strong IT skills and openness to introducing or managing new digital tools

Desirable

- Experience working in NGOs or international teams.
- Familiarity with inclusive HR or EDI practices

Core Values

- Commitment to Greenpeace's mission, non-violent action, and environmental justice.
- Integrity, discretion, and a collaborative mindset.
- Belief in the importance of inclusive, equitable workplaces and respect for all identities.
- Commitment to fair labour practices and respectful union engagement



What We Offer

- A key role in a respected global environmental organisation.
- A friendly, purpose-driven team based in Brussels and connected across Europe.
- Opportunity to lead improvements and shape internal culture.
- Monthly gross salary between €4.2626 and €5.353 (FTE), depending on experience.
- Comprehensive NGO benefits (pension, health insurance, meal vouchers, public transport allowance, extra holidays).

How to Apply:

- Please send your CV and Motivation Letter in one PDF labelled as [lastname_firstname] to european.unit@greenpeace.org. We look forward to receiving your application!