



# Job Description – People & Culture Officer

<b>Job Title</b>	<i>People &amp; Culture Officer</i>
<b>Department/Team</b>	<i>Operations</i>
<b>Reporting To</b>	<i>Head of Operations, no direct reports.</i>
<b>Location</b>	<i>UK, remote but with access to our London office in Canary Wharf.</i>
<b>Contract Type</b>	<i>Part Time (3 days – flexible)</i>
<b>Application Deadline</b>	<i>ongoing</i>
<b>Start Date</b>	<i>ASAP</i>

## About the Global Solar Council

The Global Solar Council (GSC) is the voice of the world’s solar energy industry on the global stage, a non-profit body based in London and representing national, regional and international associations as well as leading solar sector corporations. The GSC aims to enable solar energy to deliver on the promise of clean and distributed power, economic development and energy access.

## About the opportunity

At GSC, people are central to everything we do. As our HR & Recruitment Officer, you will play a key role in shaping the experience of every team member across our international organisation, from recruitment and onboarding through to day-to-day support and the continued development of our people processes.

A new and important role at the GSC, you will take ownership of GSC’s recruitment and HR function, leading end-to-end recruitment activity, supporting our team across a range of HR matters, and helping ensure our people processes are professional, compliant and supportive of a positive working culture.

Working closely with senior management and external advisers, you will help strengthen and professionalise GSC’s people operations as the organisation continues to grow internationally. You will also support the organisation in navigating evolving employment and compliance requirements across multiple jurisdictions.



This is a varied and hands-on role suited to someone who enjoys working in an international, mission-driven environment and who takes pride in building efficient processes, trusted relationships and a positive team experience.

We recognise that candidates may not meet every requirement listed, and we welcome transferable skills and varied career paths.

## Scope of this role

### HR Administration & Compliance

- Take ownership of day-to-day HR administration at the GSC.
- Support the administration of contracts, and HR documentation
- Alongside the CEO and Head of Operations, support organisational HR compliance and assist in ensuring policies, procedures and employment practices align with UK employment legislation and governance requirements.
- Assist with reviewing and improving HR policies, procedures and internal processes
- Maintain accurate HR systems, trackers and team member records with a high level of confidentiality and attention to detail
- Support the team with people-related matters and HR best practice guidance
- Support team engagement, wellbeing and team culture initiatives across a globally distributed team
- Contribute to wider organisational and operational projects as the organisation grows

### Recruitment & Talent Coordination

- Lead and manage a combination of in-house and agency-supported recruitment campaigns across multiple international locations
  - Build and maintain strong relationships with external recruitment agencies and talent partners to support hiring needs.
  - Join interviews where appropriate and support hiring decisions
  - Lead onboarding for new starters, including inductions, documentation and systems setup
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## Requirements for this role

### Person Specification

- You build trusted relationships naturally and communicate with professionalism, warmth and discretion across all levels of an organisation.
- You are comfortable taking ownership of processes and managing priorities independently, while working collaboratively with a remote international team.
- You bring strong organisational skills and a high level of accuracy to your work, ensuring HR processes are efficient, compliant and well managed.
- You handle confidential and sensitive information with sound judgement, professionalism and fairness.
- You are comfortable working across a broad and evolving workload in a fast-moving international environment and remain calm and solutions-focused under pressure.

### About You:

- You will have previous experience in recruitment, HR administration or people operations
- A good understanding of UK HR and employment practices and relevant qualification.
- You will ideally have experience supporting remote or international teams.
- You will have proficiency in Microsoft Office and online collaboration tools.
- You will ideally have experience working in a non-profit, membership organisation, or international organisation.
- A genuine enthusiasm for working within an organisation that is inclusive and collaborative.

## What we offer

- Being part of a passionate and welcoming global team in an organisation with growth potential;
- Remote working from anywhere in the world, must have right to work in your chosen country;
- Annual benefits package including support for life-work balance and remote work.
- An open contract on a consultancy or service provider basis;
- Annual retreats and regular team meet up's.

### Compensation

International salary ranges will be determined based on the employee's location and local labour market conditions.

We recognise that pay and benefits can vary across countries, and appreciate that this may raise important questions. Our aim is to ensure compensation remains fair, equitable, and competitive within each local context. To support this, our salary framework takes into account local economic conditions, labour market trends, and statutory benefit systems in the countries where we operate.

Salaries are benchmarked against country-specific labour markets to ensure they are competitive within each region and aligned with comparable international organisations. Our approach is designed to position compensation above typical local market averages, while remaining appropriate to the regional cost of labour. This



supports our commitment to fairness across our global workforce and helps us attract and retain talented colleagues in a wide range of locations.

## How to Apply

## Equal opportunities statement

**The Global Solar Council values diversity and welcomes applications from all suitably qualified candidates regardless of age, gender, race, disability, sexual orientation, religion or ethnic background. We aim to build an inclusive workforce that is reflective of the populations we support, and actively seek applications from those who are marginalised and underrepresented. We are committed to providing reasonable accommodations to applicants with disabilities.**

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