



ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities.

Our programmes are genuinely life-changing, but can't do any of this without talented, creative individuals at every level of our organisation.

OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

ABOUT THE ROLE

Restless Development is proud to have nurtured its people and leaders distributed globally to drive its success in the truest sense of distributed leadership. We invest in our people so that they have what it takes to work with and support young leaders to drive change. It is in these exciting times, we are looking for an aspiring professional to join our International People team to gain exposure in how a values-driven, globally-led agency for change works and is led.

This role is for you if you are excited to support people and maintain standards in services that contribute to the success of our people. We see this role as an opportunity not just to increase the effectiveness of our People team and processes, but also as a chance to develop and create new ways of working.

The successful candidate will work closely with the Head of People, and will enable Restless Development to provide a high quality people service across the Agency. You will provide timely support for all people related administrative processes, data gathering, and analysis.

For more information on Restless Development's mission, values and work, please visit:
www.restlessdevelopment.org.

ABOUT THE ROLE

| | |
|-----------------------------|---|
| Job title | People Assistant Coordinator |
| Location | India |
| Salary (Basic) | ₹862,528 (Delhi based) or ₹799,391 (Other India) Gross per Annum |
| Hours | 37.5 hours per week |
| Preferred start date | As soon as possible |
| Length of contract | Fixed term for 2 years with possible extension. |
| Visa requirements | Must have the right to work in in India |
| Reports to | Head of People |
| Direct reports | None |
| Expected travel | None |
| Flexible Working | We are open to discussions about flexible working and welcome applications from people who would like to explore this option. |

KEY PRIORITIES

1. Support for International People team

- Drafting contracts and correspondence
- Assisting with global recruitment such as uploading job adverts, setting up interviews, supporting inductions and managing exit processes
- Responding to day to day HR queries
- Managing general inboxes
- Organising and hosting quarterly staff workshops
- Managing the annual leave system - BrightHR
- Ad hoc HR projects when required

2. Administrator for our Google Drive

- Administrator for Restless Development's Google Drive
- Maintain electronic filing system, ensuring processes and software are up to date and in working order
- Administrating the online global E-Learning platform

3. Data and Insight

- Collate relevant data into reports for circulation to Trustees, Restless Leadership Team and wider Agency as required.
- Analyse data with support from the Head of People.
- Coordinating and analysing the annual Agency Survey and other internal surveys

4. Other

- You may occasionally / will regularly be required to work on weekends and/or public holidays, for which time off in lieu will be granted
- Other duties as required.

ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

| Values | Behaviours | What we expect of the People Assistant Coordinator |
|--|-------------------------|---|
|  <p>HEART</p> <p>We are who we serve. We are brave.</p> | Values-led | Champions values-led decision making amongst those they work with. |
| | Innovation | Adapts style to cope with change. Offers creative approaches to improving work and encourages others to do so too. |
|  <p>HEAD</p> <p>We are 100% professional. We prove that young people can</p> | Delivers Quality | Manages their time effectively to deliver quality against individual goals; supporting others to do the same. Ensures value for money when utilising resources and efficiently processing finances. |
| | Decision Making | With guidance contributes to decision making around programme elements and/or internal processes by proposing solutions to challenges. Consult with others when faced with difficult decisions. |
|  <p>VOICE</p> <p>We generate leaders. We are proud to carry the banner for youth-led development.</p> | Leadership | Capably manages their own workload. Is seen as a leader amongst their peers and delegate work when appropriate. Will typically manage Officers, with oversight of Interns and/or teams of Volunteers. |
| | People Development | Understands how individual goals contribute to team priorities and can help others to understand this link in their own roles. Uses feedback to identify personal growth areas and seeks support to identify opportunities for development. Willingly provides constructive feedback to others. |
|  <p>HANDS</p> <p>We are in it together. We listen and learn.</p> | Effective Communication | Applies effective communication to understand the viewpoints of others and build shared understanding. |
| | Collaboration | Collaboratively delivers quality against team priorities by maintaining strong relationships with colleagues and stakeholders. |

SKILLS AND EXPERIENCE

| | |
|------------------|---|
| Essential | <ul style="list-style-type: none"> • Proven People/HR assistant experience • Acute and thorough attention to detail • Proven organisational and time management skills • Excellent written and spoken English • Proficiency in working with Google (Docs, Sheets, Slides, Forms, Calendars etc), as well as Microsoft Office functions |
| Desirable | <ul style="list-style-type: none"> • Ideally holds relevant HR qualification or is working towards. • Prior data analysis experience • Experience of international development • Passion for continuous learning and improvement |

Restless Development is an Equal Opportunities employer and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable

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treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

WHAT WE DO FOR YOU

Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. In addition to above basic salary, we offer a housing allowance of 4% of basic salary, 12% Employer contribution to employee provident fund and gratuity benefits in line with the applicable laws. We also provide group medical insurance for self and dependents as per our policy.

Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

Work-life Balance

It goes without saying that we work hard at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Birthday Leave
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

Travel and Medical Insurance

Specify where staff and their dependents are covered by national/private medical insurance schemes. When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

KEY DATES

- Please send a completed application form to jobs@restlessdevelopment.org by 14th November. Please note that we do not accept CVs, resumes or covering letters.
- Interviews are scheduled to take place on 25th and 26th November.

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