

Volunteer **HUMAN RESOURCES/SOCIAL LEGISLATION**

ASSIGNMENT

Participating in the definition of the association's HR strategy :

Understand and develop the association's HR strategy

Determine the flagship projects according to this strategy and the expectations of the operational staff (bring them back to top management and the Board).

Propose and validate the nature and timing of HR projects with management

Mapping of HR procedures and mapping of HR risks.

Advice and Support for Operational Staff:

Respond to employee requests in all areas of HR (labor law, training plan, recruitment, employment contracts, career management, compensation, leave management, evaluation, etc.)

Provide support to management in the application of labor law and in team development (recruitment CDD / CDI /

Associates / civic service volunteers / volunteer services, training, career management, evaluation interviews, litigation, promotion, valorization of volunteer hours ...)

Monitor and ensure the application of all HR procedures by the operational staff.

Implementation of HR projects

Independently conduct the multiple HR projects corresponding to the HR strategy: implementation of HRIS, new

Organization chart, job description definitions...

Implementation of the training plan

Improve HR monitoring and reporting tools.

Evaluate the satisfaction of the operational staff with respect to the HR service rendered and the expected results.

CRITERIA

Regular commitment of one to two days per month in the Paris office (15th arrondissement) or remotely for 18 to 24 months
The objective of labeling IDEAS from January 2019.

PROFILE

You are retired and/or a manager in human resources training, or a lawyer in social law. If you are interested in humanitarian work and want to make the most of your skills and know-how, then contact us:

01 43 22 35 92 or **benevoles@cameleon-association.org**

