

Title: Manager - HR and People Practices

Experience: 7-9 years of relevant work experience

Location: Remote/Bangalore (*May include occasional travel to the North-East*)

Reporting To: Chief Operating Officer

Compensation: INR 10,20,000 - 11,40,000 (CTC)

About Sunbird Trust

Established in 2014, Sunbird Trust is a non-religious and apolitical not-for-profit organization working in remote and conflict-affected parts of North East India with the motto of 'Peace through Education'. It facilitates physical and financial access to education by building schools and hostels and providing child sponsorships. It engages with local communities in livelihood development and fostering peace, thus helping build bridges between people here and their countrymen elsewhere in India.

- Team of 50+ professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- In Feb 2023, awarded by Azim Premji University amongst top ten case studies of NGOs from across India for their annual "Stories of Change" competition
- GREAT PLACE TO WORK accreditation since 2023

Roles & Responsibilities

As the Manager – Human Resources & People Practices, you will play a key role in strengthening and evolving Sunbird's people practices. The role involves partnering with leadership, functional teams, and the HR team to build effective HR systems, enhance employee experience, and ensure smooth execution of HR operations. The Manager will provide direction, support decision-making, and work collaboratively with the HR team to continuously improve processes and practices that meet the organisation's evolving needs.

Talent Acquisition & Employee Lifecycle

- Partner with leadership and teams to understand hiring requirements and support effective workforce planning
- Guide and participate in recruitment processes to ensure quality hiring and a positive candidate experience
- Strengthen talent sourcing approaches, employer branding initiatives, and recruitment practices
- Ensure effective onboarding, transition, and employee lifecycle processes in collaboration with the HR team
- Develop career growth frameworks and pathways that enable employees to understand opportunities for growth, build relevant capabilities, and prepare for future roles within the organisation.

HR Operations, Compliance & Systems

- Oversee HR data management and develop relevant reports/insights to support people-related decision-making.
- Partner with the finance team to ensure timely and accurate execution of payroll inputs, reimbursements, employee benefits, insurance processes, and related HR administration.
- Use the HR software (KEKA) to ensure streamlined internal processes, including reimbursements
- Ensure statutory compliance requirements, including PF, ESI, Professional Tax (PT), TDS, and other applicable regulations, are effectively managed in coordination with relevant teams.
- Maintain accurate employee records and ensure documentation is complete, organised, and audit-ready.

Policies & Documentation

- Review, develop, and strengthen HR policies and processes to ensure they are aligned with Sunbird's values, ways of working, and evolving organisational needs.
- Build and maintain key people practice documents, including the employee handbook, people philosophy, and frameworks that define the organisation's approach towards employee experience and growth.
- Ensure HR policies and practices are communicated effectively and consistently implemented across teams.
- Identify opportunities to improve practices to create a more consistent and supportive employee experience.
- Support the development of a strong people practices foundation that enables the organisation to scale sustainably.

Organisational Culture & Employee Experience

- Develop and strengthen practices that promote an inclusive, supportive, and collaborative work environment.
- Identify trends and insights from employee feedback, engagement initiatives, and people data to recommend improvements to leadership.
- Lead organisation-wide engagement initiatives such as team connects, forums, celebrations, and communication spaces that help teams stay connected to each other and the larger organisational mission.
- Support the development of employee well-being initiatives and practices that encourage sustainable ways of working.
- Partner with leadership and teams to strengthen internal communication practices and ensure employees have clarity on organisational updates, priorities, and changes.

Performance Management

- Own the evolution and effective implementation of the organisation's performance management approach, ensuring goal-setting, feedback, and review processes are timely, meaningful, and aligned with organisational priorities.
- Partner with leadership and programme teams to facilitate performance conversations, support managers through review cycles, and ensure effective closure of appraisal processes.
- Use internal insights and relevant sector benchmarks to support informed decisions around compensation reviews, role progression, and employee growth.

Learning & Development

- Identify learning and capability-building needs across teams and levels, and develop an annual learning plan that supports both functional expertise and leadership development.
- Design and implement relevant learning interventions by using the 70-20-20 model and evaluating the most suitable approaches, including internal knowledge sharing, external partnerships, structured programmes, or self-led learning.
- Support succession planning by identifying gaps and creating opportunities for employees to build skills required for future leadership responsibilities.
- Continuously assess the effectiveness of learning initiatives through feedback and outcomes, and refine programmes to better meet organisational needs.

Qualifications

- Bachelor's degree in any field
- Master's in HR, People Practices or related fields will be an added advantage
- 7–9 years of progressive HR experience across the functions mentioned above
- Prior experience in a not-for-profit organisation is preferred

Skill Requirement

- Strong understanding of HR policies, practices, and processes across the employee lifecycle
- Ability to balance strategic thinking with strong execution and attention to detail

- Clear and effective communication skills, both written and verbal, with the ability to engage diverse stakeholders
- Proficiency in HR systems and MS Office tools, with comfort working with data and reports
- Strong facilitation, presentation, and stakeholder management skills
- Ability to collaborate and coordinate with teams across locations to drive timely and effective implementation
- Sound judgement and empathy in handling employee-related matters

Must-Have Mindset

- Commitment & Integrity
- Team Player with good interpersonal skills
- Proactiveness, Flexibility and Adaptability
- Ability to assimilate in local culture and way of life.

Application Process

1. Preliminary screening of profile
2. Pre-work
3. Personal Interview
4. Reference checks

HOW TO APPLY?

Click on the link to apply: <https://forms.gle/fhiBoYadapZ4kZ9g9>