HR Generalist – Job Description (London, but open to any suitable location)

May 2020

GDI, THE ORGANISATION

The Global Disinformation Index (GDI) is a global not for profit organisation dedicated to reducing online disinformation by identifying and labelling domains with a “risk of disinforming” rating. Our goal is to create a world where we can trust what we see in the media.

OUR 3 PILLARS

GDI is built on 3 pillars:

- **Independent**: The GDI is not for profit and diversely funded. It exists solely to assess online publishers’ risk of disinforming their readers.
- **Neutral**: The GDI is apolitical, global, and evidence-based.
- **Transparent**: The GDI’s rating criteria, index methodology, and detailed assessments will all be public, auditable, and disputable.

OUR BEHAVIOURS

We continually strive to model the following behaviours in our interactions with others:

- **Positivity**: Problem solver, not problem raiser.
- **Responsibility**: Make it your problem - if it’s not right, fix it.
- **Trustworthy**: Make sure others can depend on you - If you say you are going to do it, do it.
- **Respect**: treat everyone, especially those with whom we disagree, with courtesy and respect.

OUR TEAM

Our team currently (May 2020) has a headcount of 13 and a FTE count of 10.2. We work virtually, mainly from London and the US (but with two team members based in Germany as well). We have a mix of employees and freelancers but are gradually transitioning everyone over to payroll, either in the UK (company limited by guarantee), the US (501c3), or Germany (via a third party Employer of Record for now, although we will ultimately be employing them through our own mini GmbH). The global and virtual nature of our team make this an exciting and wide-ranging generalist role.

MAIN RESPONSIBILITIES

We have a current need for one day a week ongoing HR support (i.e. 0.2 FTE). This will grow as GDI grows. Key elements of the role include:

- **Recruitment**: preparing job adverts to attract the best possible candidates, avoid any discrimination and promote our brand effectively on all the major online job boards; working with consultants (talent finders) to locate suitable candidates for vacancies as they arise (everything from AI/tech candidates to governance and support roles) and helping our Executive Director to negotiate the fees and other terms; sifting responses and conducting preliminary interviews to identify suitable candidates; assisting the Leadership Team by determining market appropriate remuneration packages and making offers of employment; ensuring a legally compliant employment contract is in place, depending on the country in which candidate is based; onboarding new joiners and ensuring they have what they need to do their best work;
• Managing relationships with contracted out providers and sourcing new providers as required: currently, these include:
  o Inform Accounting (UK payroll)
  o PEO Worldwide (EOR for our German employees)
  o ASOs in the United States – Summit HR (payroll), TASC (healthcare) and Newport Group (pension);
• Performance review & management: identifying and setting up a suitable (i.e. not over-engineered) system which enables GDI to measure, manage and reward performance;
• Culture setting: ensuring that we set a culture which enables everyone to function effectively and enjoyably as a global and virtual team;
• Employee support: working with team members on issues of welfare & security (including setting up an EAP) and managing any other ad hoc needs as they may arise (eg a relocation from US to UK, an internship opportunity with an academic institution);
• Strategic: plan with Leadership Team for the ongoing growth of the organisation and ensuing HR implications (eg any redundancy obligations); and
• Compliance: ensure that GDI is protected by meeting all local requirements set down in employment law wherever team members are based; annual audit of same; ensure that appropriate insurances (e.g. D&O) are in place.

EXPERIENCE AND QUALIFICATIONS

HR professional, likely to have previous experience in both a large corporate environment as well as smaller/more flexible/starting from scratch environments. CIPD qualified. Imperative are:

• Genuine desire to span the full spectrum of a global start up’s HR needs – this is a broad role, and on any given day, you could be providing strategic input to the Leadership Team, obtaining a tax ID for a state in which GDI takes on an employee for the first time, drafting a workable policy which local employment law requires (or recommends as best practice) – say, Disciplinary and Grievance;
• Positive can-do attitude – willingness to roll sleeves up and make things happen;
• Confidence and maturity to operate in a standalone role but with sound judgement and awareness of when to escalate and seek guidance;
• High level of professionalism, confidentiality and discretion;
• Highly organised with the ability to multi-task and maintain strong attention to detail; and
• Technologically savvy, comfortable with online systems/databases.

LOCATION

London preferred. We will consider other locations for the right candidate. As the role spans a global team, some flexibility of working hours is occasionally required in order to accommodate the different time zones.

REPORTING TO

Executive Director

DIRECT REPORTS

None envisaged at present

Please submit by 22 May a CV and covering letter to info@disinformationindex.org.