



Position Vacancy

People & Culture Lead

December 2025

Location: flexible for the right candidate: remote working is possible, with frequent travel in the Congo Basin region. The candidate must be based either in one of our priority Congo Basin countries* (strong preference), or the UK.

**Cameroon, Democratic Republic of Congo, Republic of Congo, or Gabon*

Closing date for applications: 20 January 2025

Target start date: 1 April 2025

Contract details: 2 years renewable contract, with 6 months probationary period. Contract type will depend on location - please enquire to discuss.

Remuneration: the role is graded as a 'Strategic Lead' on the organisational scale, with an indicative starting annual salary of 28,790,000 XAF (gross) for roles based in Cameroon, which will be adjusted to other locations using a cost of living index

About Well Grounded

Well Grounded's mission is to support civil society organisations in the Congo Basin to become stronger, in order to deliver lasting impact for forests and communities. Our vision is for a credible, collaborative, inclusive and effective African Civil Society capable of advocating for social and environmental justice while empowering communities to determine their own future.

Well Grounded, a registered non-profit in both the UK and Cameroon, was founded in 2010 in direct response to the challenges faced by local organisations and their leaders. Well Grounded provides organisations and leaders with the tools and support they need to realise their objectives and vision, and make a positive change for communities and forest ecosystems.

Over the last decade and a half, we have worked with more than 60 CSOs, many of which have emerged as leading national and regional environmental organisations, and attribute their clear sense of purpose, identity and confidence to the processes facilitated by Well Grounded.

Summary job description

Well Grounded is a dynamic organisation, committed to our values and mission. The organisation has been going through a period of growth and change, involving shifts in our structure and ways of working. We are now looking to consolidate our operations and reinforce our organisational culture, readying our organisation for further growth and impact with our partners and community. The People and Culture Lead is a newly created role resulting from restructuring and reflection on key organisational needs.

The People and Culture Lead will drive operational excellence while fostering an inclusive organisational culture, and supporting strategic development. The role integrates people management and development, organisation development and culture, and operational management to ensure the organisation remains agile, compliant, and mission-aligned. Key responsibilities include recruitment, onboarding, and employee development, as well as designing equitable people management policies, enhancing internal communications, and promoting staff well-being.

The People and Culture Lead will support compliance and risk management, particularly for in-country people operations. By upholding safeguarding standards and promoting ethical practices, the Lead ensures the organisation operates efficiently, ethically, and with a clear focus on its mission.

Strategically, the People and Culture Lead will facilitate organisational change and support delivery against long-term goals.

The successful candidate will be a values-driven professional who thrives working in close collaboration with colleagues from a variety of backgrounds in a dynamic environment. They will share a commitment to environmental and social justice, and a passion for their work. As a core member of a small hybrid team, they will play a key leadership role in nurturing our non-hierarchical 'shared governance' system and strong organisational culture, which promotes a sense of collective ownership and responsibility for our mission and operations, as well as accountability to our partners.

Position in organisation

Well Grounded is working to implement a management structure that is based on roles and responsibilities in a collaborative, flat, structure, rather than traditional hierarchies, and coordinates projects and functions via 'circles'. As such we do not assign 'line managers' or reporting lines in the traditional sense.

The People and Culture Lead will be a member of the organisational leadership circle, and the Operations circle, as well as providing cross-cutting support to in-country teams.

Responsibilities

1. PEOPLE AND CULTURE

- Recruitment and talent development: oversee recruitment, onboarding, and retention strategies. Develop opportunities for employee growth and skills development.
- Performance management: implement performance evaluation systems and provide support for personal and professional goal-setting.
- Organisational culture: foster an inclusive and equitable workplace culture - both for online/remote collaboration as well as in-person (country offices), ensuring alignment with organisational values. Including developing regular and streamlined internal communications.
- Internal communications: develop and support regular and streamlined internal communication to keep all team informed about recent organisational developments
- Employee well-being: promote healthy work-life balance, well-being, and team cohesion through initiatives, policies, and activities.
- HR policy management: develop and regularly update the suite of HR policies, including the team handbook(s), reward policy, performance management etc. Lead a transparent and consultative approach to developing policies.

2. OPERATIONS MANAGEMENT

- Policy development and implementation: create and maintain organisational policies with a consultative approach (HR, compliance, safeguarding, data protection, etc.) that align with legal and ethical standards internationally and in countries of operation. Lead regular training and refreshers, and oversee implementation.
- Process optimisation: Streamline operational processes, ensuring efficient workflows for both internal teams and external collaborators.
- Technology and systems: Oversee the implementation and maintenance of operational systems (e.g., project management tools, HR database).

3. STRATEGIC LEADERSHIP & CHANGE MANAGEMENT

- Organisation development and change management: lead inclusive processes to review and iteratively improve internal management and governance systems and structures, including upholding Well Grounded's aspiration to develop a less hierarchical management system.
- Strategic planning: collaborate with the leadership team to develop and implement long-term plans, ensuring operational capabilities support organisational ambitions.

4. RISK MANAGEMENT AND COMPLIANCE

- Alignment and compliance: oversee and support compliance for in-country people operations and activities, including HR, legal and travel (led by in-country teams), ensuring that people operations align with local regulations while fostering strong relationships with in-country stakeholders.
- Risk management: facilitate and guide risk assessment and management processes relating to people, including maintaining risk register. Support in-country risk management processes.

5. GOVERNANCE AND RESOURCE MANAGEMENT

- Budget oversight: work with the finance team to develop and monitor budgets related to operations and staffing.
- Resource allocation: ensure optimal use of physical and digital resources to support team productivity and program goals.
- Governance support: provide operational insights and reporting to the board and leadership team as needed.
- Stakeholder engagement: collaborate with external stakeholders, funders, and partners to maintain alignment and transparency in operations.

6. SAFEGUARDING

As the organisational safeguarding lead:

- Develop/update safeguarding policy, code of conduct and whistleblowing
- Develop and adapt the safeguarding report (case)-handling mechanism
- Assure all (new) staff is trained in, signs and adheres to these policies
- Follow up on reported cases (internally and externally)

Skills and experiences

REQUIRED

- Human resources and people development: a strong track record and expertise in recruitment, onboarding, performance management, and employee development, with a focus on fostering diversity, equity, inclusion, and well-being in cross-cultural, multi-location teams.
- Operational and policy management: proven ability to develop, implement, and maintain key policies (HR, safeguarding, compliance, data protection) and ensure alignment with legal and regulatory standards, including across different jurisdictions and contexts.
- Budget and resource management: experience in overseeing budgets, resource allocation, and financial planning for operational and staffing needs.
- Cross-cultural leadership and team management: proven ability to lead, support, and develop cross-cultural teams in a multi-lingual, international setting, with strong interpersonal and consultative leadership skills.
- Organisational culture and well-being: hands-on experience leading initiatives to develop/reinforce organisational culture and team well-being.
- Values: demonstrated commitment to inclusive working practices and relationships, with experience of non-hierarchical management systems a bonus.
- Technology and systems: proficiency in using digital operational systems (e.g. HRIS, CRMs, and project management tools) and collaborative online tools to support people, operations, and process efficiency.
- Regional knowledge: knowledge of the Congo Basin region's socio-political context and fluency in French (essential) with an understanding of local languages (like Lingala or Swahili) as an advantage.
- Language skills: proficiency in French and English (written and spoken)
- Lived experience in Congo Basin

DESIRED

- Sector-specific experience: experience in environmental/conservation/community development or organisational development sectors, particularly within grant-funded, non-profit, or social enterprise organisations.
- Organisational development and change management: experience leading organisational change, improving governance structures (including non-hierarchical approaches), and optimising processes, workflows, and internal communication systems.
- Fluency or conversational ability in languages spoken in Congo Basin (e.g. lingala, swahili)

Our commitment to equality

Well Grounded is committed to equality and diversity, and we welcome applications from people of all nationalities, locations and backgrounds.

Well Grounded has an office in Yaounde, Cameroon, where close collaborators for the role are based, and so it would be preferable for candidates to be based there. However we will also consider candidates based in one of our other countries of operation: Republic of Congo, Democratic Republic of Congo and Gabon, and for the right candidate, we would consider a remote base.

We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, age, religion, gender, gender reassignment, or sexual orientation.

We are committed to safeguarding, and candidates will undergo a mandatory DBS check (or equivalent depending on jurisdiction) and a thorough reference check, with safeguarding induction and training provided during onboarding.

Why work with us

Our approach is underpinned by core values that determine what it's like to work with us - values that champion inclusivity, caring, proactivity and learning. Well Grounded promotes a culture of personal growth and professional development, encouraging collaboration, responsibility, and innovation.

Well Grounded is a hybrid and flexible organisation, offering remote working, regular in-person contact, competitive salary and benefits, generous leave, and a genuinely positive work-life balance.

You will be joining Well Grounded at a time of significant organisational growth, with opportunities to play a valuable role in protecting the natural resources of the Congo Basin, by working with others to protect the environment and to promote climate justice.

Application process

To apply, please complete [our online form](#) before the closing date of 13 January 2025, attaching your CV and a cover letter. We will review applications on a rolling basis, so you may receive an invitation to interview before the closing date. If you have any questions, please contact recruitment@well-grounded.org.

Well Grounded is a registered charity, number 1176051, and a registered company limited by guarantee, number 7269647, in England & Wales, with a registered address at 483 Green Lanes, London, England, N13 4BS. Well Grounded is also formally authorised within Cameroon, in line with Order n°00000109/A/MINATD/SG/DAP/SDLP/SAC dated 09 May 2017.

