

March 2026

People and Culture Business Partner (Part-time Consultant) Terms of Reference

About NatureFinance (NF)

NatureFinance's mission is to align global finance with an economy that works for nature, climate, and people in a rapidly warming world. Headquartered in Geneva, with team members across Africa, Latin America, Europe, and the United States, NatureFinance helps governments and financial institutions design financial and policy solutions that unlock inclusive, nature-positive growth.

We work where markets meet the real world, bridging finance, policy, and science to shift capital toward sustainable, equitable, and resilient outcomes. We do this through prototyping new financial instruments, shaping global standards, and helping develop the enabling policies needed for economies to grow inclusively and within ecological limits.

People and operations stream:

The **People & operations stream** sits under the Director of Finance & Operations and brings together two complementary functions — **People & culture** and **operations** — that collectively ensure NatureFinance runs effectively, compliantly, and in alignment with its mission and values across a global, remote workforce.

This stream exists to **provide the organizational backbone** that enables all workstreams to function smoothly, maintain high-quality internal systems and advance NatureFinance's mission through agile and innovative approaches.

Role overview

The **People & culture business partner** is responsible for shaping, strengthening, and supporting the people-related systems, policies, and practices at NatureFinance. Working closely with the Director of Finance & Operations (as well as the CEO), this role ensures that HR processes are **strategic, compliant, people-centred**, and aligned with the needs of a global, fully remote organization that is working in a fast-paced, dynamic and adaptive fashion.

This role **owns** strategic HR functions, including recruitment frameworks, compensation benchmarking, performance management design, HR compliance, people policies, culture development, and employee experience.

This role **does not** handle operational or administrative tasks related to procurement, contracting logistics, or invoice processes — these fall under the **Global Operations Coordinator**.

Key Responsibilities

HR policies, compliance and governance

- Lead the design, revision, and communication of People related policies, procedures, and the People Management Handbook.
- Ensure compliance with local labour requirements through coordination with Employer of Record (EOR) providers in multiple jurisdictions.
- Provide expert guidance on people-related legal and compliance matters.
- Oversee the application of contractual and statutory standards across the organization.
- Maintain clear, centralized, and compliant HR documentation (policies, guidance notes, standards).
- Streamline and adapt policies and processes to meet the needs and challenges of supporting and retaining a fast-paced, dynamic and agile team in a fully remote environment

Recruitment frameworks and workforce planning

(Strategic and advisory—administrative logistics handled by Operations)

- Design and maintain recruitment frameworks, including:
 - job design and role classification
 - competency profiles
 - interview structures
 - selection and evaluation standards
- Ensure that these approaches are fully customized to NatureFinance's unique culture, tone and style, avoiding cookie cutter frameworks, and reflecting the specific cadence and capacities of a fast-paced and highly driven global team
- Advise and coach hiring managers throughout recruitment processes, tailoring guidance and approach to the unique needs and concerns of each hiring manager.
- Strengthen workforce planning, advising on staffing gaps, team capacity, and future needs, based on building strong relationships with senior leadership and finding light touch ways to stay closely engaged on needs and challenges as they emerge
- Ensure recruitment workflows are consistent across workstreams and supported by the Global Operations Coordinator's administrative execution, reflecting good practice

around diversity, equity and inclusion and strengthening our ability to better target recruitment processes towards the specific communities of expertise and experience we are seeking.

Performance management and HR programs

- Lead the design and implementation of performance management systems (annual cycle, evaluations, feedback structures, development pathways), building on nascent existing approaches.
- Support managers with tools, training, and guidance for effective people management, with an emphasis on limited bureaucracy and the need for accessible, efficient and “user friendly” strategies to help managers support meaningful performance management across the organization
- Identify strengths, development areas, and team-wide capability needs, particularly around team management and leadership, and help conceptualize and implement training and professional development support linked to these needs.
- Oversee processes linked to promotions, probation reviews, development plans and terminations.

Compensation, benefits and people data

- Conduct compensation benchmarking, internal equity analysis, and structure reviews.
- Work with EOR providers to ensure benefits are documented, understood, and compliant.
- Provide leadership with actionable recommendations on compensation adjustments, harmonization, or benefits evolution.
- Maintain oversight of people-related data, analytics, and organizational people metrics.

Culture, engagement and wellbeing

- Support leadership communication on people-related topics.
- Lead initiatives to strengthen team culture, DEI principles, and people engagement
- Support initiatives that enhance remote collaboration, communication norms, and wellbeing.
- Design and run periodic pulse surveys, analyse results, and propose improvements.
- Provide coaching, mediation, or people relations support when needed.

Onboarding & Offboarding Frameworks (Strategic)

(Execution/logistics handled by Global Operations Coordinator)

- Design onboarding and offboarding frameworks, content, and expectations.

- Develop role-specific and culture-focused induction materials, in partnership with workstream/area leads, that can be updated over time.
- Conduct or oversee exit interviews, thematic analysis, and organizational learning.
- Ensure insights from exits and onboarding are used for continuous improvement.

Required skills and experience

- Minimum **10+ years** of progressive HR experience, ideally in a global, remote, or multi-jurisdiction environment.
- Demonstrated experience as an HR Business Partner, People Lead, or Senior HR Advisor.
- Strong understanding of international HR, EOR models, and remote workforce challenges.
- Experience designing HR systems (recruitment, performance, policies, compensation).
- Strong coaching, facilitation, and communication skills.
- Ability to translate HR insights into actionable recommendations for leadership.
- High cultural sensitivity and an inclusive, people-centred approach.
- Ability to think independently, creatively and with high emotional intelligence about how to embed policies, procedures, ways of working and overall values into the daily fabric of an entirely remote, fast-paced and highly driven team of diverse professionals.

Personal Attributes:

- High emotional intelligence and strong interpersonal skills.
- Strategic thinker with the ability to design practical HR solutions.
- Confidential, trustworthy, and able to handle sensitive situations with care.
- Strong judgment and problem-solving orientation.
- Approachable, empathetic, and supportive to managers and team members.
- Agile, adaptable, and comfortable in a fast-paced, remote NGO environment.

Terms

The position is a part-time consulting contract (3-4 days per week or equivalent) fully remote, with preference for candidates based in the CET zone, and the potential to shift into a full-time role subject to organizational needs and evaluation.

Because NatureFinance operates across multiple geographies, this role requires effective virtual collaboration, strong written communication, and comfort working across time zones. The role may require occasional travel for team retreats, offsites, or major meetings, typically with advance notice and covered by the organization.

NatureFinance is an Equal Opportunity Employer

We are committed to fostering a diverse and inclusive workforce and encourage candidates from all backgrounds to apply. We look forward to welcoming a dynamic individual who shares our passion for aligning finance with nature-positive outcomes.

How to Apply

We recognize that candidates may not meet every listed criterion. However, if you believe your skills, experience, or unique perspective would add value to this role, we encourage you to apply. To be considered, please submit your resume and complete the [Application Questionnaire](#)

Recruitment Process:

- Initial interview conducted by the Director of Finance and Operations.
- Skills assessment – A 60-minute task-based test or scenario questionnaire.
- Final interview panel with relevant Senior Leadership Team.
- Discussion with CEO.
- **Ideal start date: 1st April 2026.**

Please note that due to the high volume of applications we receive, NatureFinance may not be able to respond to every applicant. Only candidates selected for further consideration will be contacted.