The Wellbeing Project

# People and Culture (HR) Junior Generalist

**Location:** Madrid, Spain | **Hybrid – Remote**

Inspired by a sense of caring and compassion for all the people who work to build a better world, as well as to support the many causes and movements for which they work, **The Wellbeing Project (TWP)** is focused on cultivating a culture where changemakers are well and their work is thriving. We work to support inner wellbeing within the social change field and help build a healthier, more supportive ecosystem for the people and organizations contributing to positive change.

We are looking for a **People and Culture (HR) Junior Generalist** to join our team and provide day-to-day support across the full People and Culture function.

This is a **broad, hands-on junior generalist role** with exposure to both the people and operational sides of HR. You will work closely with the People and Culture Senior Manager and collaborate with colleagues responsible for areas such as culture and internal communication, payroll, and people management.

We are looking for someone who is **people-oriented, organized, proactive, reliable, and comfortable working across different areas of People and Culture** in an international and evolving environment.

## KEY RESPONSIBILITIES

As a People and Culture junior generalist , you will support the smooth running of the **team member lifecycle** and contribute to the day-to-day delivery of the People and Culture function. Through this work, you will help create the conditions for team members to thrive, collaborate, and deliver high-quality work in service of our mission.

**Support the People & Culture senior manager**

**-Recruitment and Onboarding**
Support recruitment processes, including job postings, candidate screening, interview coordination, and candidate communication. Support onboarding and offboarding processes by helping coordinate documentation, communications, and practical arrangements.

**-People Management and HR Systems**
Keep team member information, records, documentation, and HR systems accurate and up to date. Support routine changes throughout the team member lifecycle, such as contracts, role or salary changes, leave, and other people-related processes.

**-Payroll, Compensation and Benefits**
Support payroll, compensation, and benefits processes by helping keep information accurate and up to date. Respond to basic questions and refer more complex matters to the appropriate person.

**-Team Member Support and Relations**
Support the People and Culture team with day-to-day questions and requests from team members, helping ensure they receive timely and appropriate support. Assist with documentation and follow-up of team member relations matters when required, escalating sensitive or complex matters to the appropriate person.

**-Compliance, Policies and Reporting**
Support the implementation and maintenance of People and Culture policies, processes, and documentation. Assist with keeping information and records up to date, preparing reports, and supporting audits and other people-related processes.

**Support the Internal comms and organisational development senior manager**

**-Team Member Experience, Culture and Internal Communication**
Participate and contribute to a diverse, dynamic, and human-centered working environment. Such as , internal communications, engagement , and team events that foster a culture rooted on organisational Wellbeing and enable people to contribute high-quality work in service of our mission.

**-Training, Development and Performance**
Participate and contribute with training and learning activities, including logistics, communications, materials, and participation tracking. Provide coordination and administrative support during performance and feedback cycles.

## PROFILE, SKILLS AND COMPETENCIES

### Required

- **2–4 years of relevant experience** in Human Resources, People & Culture, People Operations, or a similar junior generalist role.
- Experience supporting **payroll, recruitment, and team members lifecycle process**
- Strong organizational and coordination skills, with the ability to manage multiple priorities, deadlines, and stakeholders.
- Reliable and detail-oriented, with a strong sense of ownership and follow-through.
- Proactive and solution-oriented, with the ability to work with increasing autonomy while knowing when to ask for support or escalate a matter.
- Strong interpersonal and communication skills, with a **people-centered and service-oriented approach**.
- High level of **English proficiency (C1 or above)**, both written and spoken.

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- Ability to handle confidential and sensitive information with discretion, professionalism, and sound judgment.
- Comfortable working with HR systems, digital tools, and data. Strong working knowledge of Google Workspace or similar tools.
- Ability to work collaboratively in an international, multicultural, and continuously evolving environment.
- Genuine interest in the **nonprofit and social change sector** and in contributing to a meaningful, mission-driven organization.

### Nice to have

- Experience working with an HRIS or people management platform.
- Experience supporting different areas of the team member lifecycle and a strong interest in developing a broad, cross-functional understanding of People and Culture.
- Exposure to People and Culture practices across different countries.
- Spanish and/or French.
- Basic knowledge of finance, budgeting, or accountability processes.
- Experience in a small or lean organization where collaboration and flexibility are essential.

## WHAT WE OFFER

- The opportunity to work on a **groundbreaking global project** co-created with leading institutions in the field of social change, contributing to a healthier and more supportive ecosystem for changemakers.
- A **broad, cross-functional People and Culture role**, with exposure to recruitment, onboarding, people operations, payroll coordination, culture, internal communication, training and development, performance, compliance, and team member experience.
- A steep yet supportive learning curve, with the opportunity to build relationships across a diverse international network in the social change sector and beyond.
- An **innovative, co-creative, entrepreneurial, and international working environment**.
- A strong organizational culture rooted in care, compassion, collaboration, and wellbeing, alongside a diverse and inspiring team.
- **Hybrid working based in Madrid**, combining office and remote work.
- **Compensation according to experience and level of seniority.**
- The opportunity to grow professionally while contributing to a meaningful project based on strong values and supporting the people behind social change around the world.

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# HOW TO APPLY

If you are a people-oriented HR professional who enjoys variety, takes ownership of your work, and wants to contribute to a meaningful international project, we would love to hear from you.

Please send your CV and cover letter to **hiring@wellbeing-project.org** with the subject line:

**“People and Culture Coordinator – [Your Name]”**

We look forward to hearing from you!