

JOIN OUR BOARD

Director of Operations & HR

Position	Director of Operations & HR
Board status	Board Member
Time commitment	Approx. 4 hours per week
Location	Europe / Remote, with occasional in-person activities
Application deadline	1 October 2026 - applications reviewed on a rolling basis

Eduxo.eu is looking for a **Director of Operations & HR** to join its Board and help ensure that the organisation has the internal systems, people processes and organisational structure needed to grow sustainably.

About Eduxo.eu

Eduxo.eu is a European youth-led organisation working at the intersection of democracy, equality, education, youth participation and European cooperation. Through European projects, advocacy, leadership programmes, trainings, campaigns and community initiatives, we create opportunities for young people to shape a more inclusive and participatory Europe.

The role

- Lead and continuously improve Eduxo.eu's internal operations, workflows and organisational systems.
- Develop and oversee HR policies, internal procedures, guidelines and people-management processes.
- Coordinate recruitment, onboarding, role transitions and offboarding across the organisation.
- Support Directors and team leads with performance management, team development and capacity planning.
- Strengthen role clarity, reporting lines, accountability and internal decision-making processes.
- Support conflict prevention and resolution and contribute to a healthy, inclusive and sustainable organisational culture.
- Maintain and improve organisational tools, internal documentation, handbooks and governance processes.
- Participate actively in Board meetings and contribute to Eduxo.eu's strategy, governance and organisational development.

Who we are looking for

- Experience in operations, HR, organisational development, people management, project management or team coordination.
- Strong organisational, interpersonal and problem-solving skills.
- Ability to move comfortably between strategy and implementation.
- Experience in international, multicultural or remote teams is highly valued.
- A proactive, reliable and ownership-oriented working style.
- Commitment to democracy, equality, inclusion, youth participation and European cooperation.
- Very good command of English; additional European languages are an asset.

What you will gain

- Meaningful Board-level leadership and governance experience in a growing European organisation.
- The opportunity to shape Eduxo.eu's next phase of development and work with an international team.

- Hands-on exposure to European projects, partnerships, advocacy, events and youth participation initiatives.
- A European network across civil society, institutions, academia and mission-driven organisations.

How to apply

Please send your application to **isabella@eduxo.eu** with the role title in the email subject line.

- Your CV or LinkedIn profile.
- A short motivation explaining why you would like to join Eduxo.eu and what you would bring to the role.
- Your expected availability and current location / time zone.

Deadline: 1 October 2026. Applications will be reviewed on a rolling basis, and interviews may be scheduled before the deadline. Early applications are therefore encouraged.

Help us build an organisation that is as strong, inclusive and sustainable internally as it is ambitious in its external impact.