

Job Title: People and Culture Business Partner

Location:

- **Preferred:** London, UK; Addis Ababa, Ethiopia; Accra, Ghana; or Kampala, Uganda;
- or any other Right To Play based location (Bujumbura, Burundi; Toronto, Canada; Beirut, Lebanon; Bamako, Mali; Islamabad, Pakistan; Ramallah, Palestinian Territories; Kigali, Rwanda; or Dar es Salaam, Tanzania)

(Only candidates who are eligible to work legally without work visa sponsorship in the country will be considered.)

Contract Type: Full-time (40 hours per week), long-term engagement

Hiring Salary: This is a national position. Please refer to [Appendix I](#) for the hiring salary for each country.

Target Start Date: As soon as possible

Application Closing Date: May 17, 2026 23:59 EDT

This job advert is for an existing vacancy.

About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- Paid leaves
- Competitive benefits
- Learning opportunities and 5 learning and development (L&D) days per year

- More information on what we offer is available on [our website](#).

Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/237927-people-and-culture-business-partner/1077399-application-form/en>

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer. More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at careers@righttoplay.com. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

Job Description:

Job Title: P&C Business Partner	Grade: 8
Reports to: Chief People & Culture Officer (CPCO)	Location UK, Ethiopia, Ghana, Uganda preferred or any other RTP based country
Direct Reports: N/A	Department: People & Culture

1- Purpose:

The P&C Business Partner drives the P&C operational effectiveness in Country Offices, facilitates organisational development and change and provides a framework for best people's practice and quality standards. The P&C Business Partner also supports the organization in developing and implementing initiatives that encourage diversity, promote equity, and support psychological and physical safety of the workforce.

2- Accountability & Responsibilities:

Operational delivery (40%)

- Provides advice and influences action on P&C global policies, and in collaboration with local P&C Specialists advises on local policies and employment law to staff and management based in COs.
- Supports the review and localisation of P&C policies and embeds best practice, ensuring local needs and culture are reflected.
- Works with CPCO, P&C team, Global Directors of Country Offices and Logistics Manager to identify and mitigate people related risks in COs and prevent and resolve issues.
- Supports adherence to safety, security and Safeguarding policies and procedures in COs.

Employee Relations and Employee Services (30%)

- Monitors the whistleblowing line and ensures timely action is taken in all complaints received related to COs.
- Oversees and works with P&C and COs management on the prevention and effective resolution of employee relations issues and adherence to disciplinary procedures. Responsible for maintaining confidential records.
- Conducts investigations and liaises with legal firms and/or investigators to resolve ER cases.
- Identifies trends and areas of concerns based on data channels i.e. surveys and exit interviews and proposes and implements remedial actions.
- Acts as one of the systems administrators of the whistleblowing and the anti-terrorism platforms

Quality Assurance (20%)

- Drives efficiency and quality assurance of P&C operational practices in COs by conducting assessments and P&C audits and works with P&C Specialists and Country Directors (CDs) to enhance the employee experience, ensure consistency, continuous improvement and enhance People's capacity in country.
- Supports CDs to ensure compliance and manage P&C risks as per country risk register and audits' actions.
- Contributes to the data gathering, analysis and presentation of P&C reports, to enable decision making Identifies trends, proposes actions for improvement and instigates implementation.

Diversity, Equity Inclusion and Accessibility (10%)

- Embeds DEIA approaches in policies and processes, to create a framework that welcomes and supports staff regardless of race, ethnicity, gender, age, religion, language, ability, status, and location.

- Works with the GDEIC to communicate DEIA strategy and establish measurable goals to track progress.
- Sources, develops and manages trainings and other activities, including the LMS system and the DEIA Week.
- Analyses DEIA data to make recommendations and support implementation of agreed actions.

Perform other duties as assigned

3- Scope (geographical and/or functional), Impact and Autonomy

The role has a primary focus on supporting and advising leaderships and coaching P&C specialists and managers on P&C operational needs of Country Offices. It also has a global scope in supporting the advancement of the DEIA agenda with the view of achieving the culture of One Right To Play . Consults the CPCO on complex, unclear or long term impact matters.

4- Leadership and Staff management

Provides technical leadership and coaching to the P&C Specialists in COs (10 plus colleagues), also acts as counsel of CDs and senior staff based in COs on P&C policies and strategic shifts impacting staff. Lead the P&C Global Community of Practice and the Global DEIA Committee (GDEIAC).

5- Information requirement for decision-making

Identifies areas for improvement and implements P&C solutions in COs to ensure a smooth service is provided. Under the guidance of senior P&C staff, updates and embeds policies, processes and other key P&C initiatives.

Uses the policy framework, organisational and country strategies to guide priorities. Their action is informed by trends and issues identified as a result of the analysis of People's data reports, surveys and other sources available to mainstream processes and achieve efficiency in the operation. Policy changes are to be approved by the CPCO.

6- Innovation and Improvements

The incumbent is expected to proactively recommend improvements to policies, procedures and practices based on international P&C best practices. Working with P&C specialised colleagues introduces improvements across all areas of P&C including workforce planning, safeguarding and Safety and Security.

7- Relationships & Communications: Internal / External:

Internally works closely with the P&C global team, CDs, HQ Country Operations and Finance on the delivery of P&C annual processes and initiatives that drive improvement and effectiveness. Also, works closely with the GDEIAC to deliver the DEIA activities. Externally the role liaises with legal firms, investigators and networks.

8- Expertise (Certifications / Education, Professional Experience)

- Master's degree in human resources management, Business Administration, Org Behaviour or related field

- Extensive experience of working at HQ or regional level on an international development organization with representation in low and medium income countries
- Experience in management of HR international operations with thorough knowledge and understanding of applicable local laws, donor requirements in a number of countries with the intention of providing similar employee experience across the board
- Experience in delivering HR services through a business partner model
- Experience advising and training P&C professionals, staff and leadership on employee relations issues and best people management practices
- Proficient in verbal and written English and fluent in French, Arabic or Portuguese is preferred

9- Core Competences

- **Collaboration** Able to influence and create strong partnerships with staff at all levels to achieve results
- **Growth Mindset** Able to introduce continuous process improvements in HR operational areas, supporting other to develop.
- **Resilience** Able to work under pressure meeting deadlines and delivering results through others
- **Professionalism**, Able to exercise discretion, maintain confidentiality and observe an ethical approach
- **Management and Interpersonal Skills** Excellent interpersonal skills, and a wide understanding of human relations; high level of emotional intelligence

10- Additional information

International travel including security high risk countries up to 6 times a year and extended screen time.

Appendix I: Hiring Salary for Each Country

Hiring salary is dependent on the successful candidate's location. This is a national position and salary will be paid in the local currency. Please note that this salary will be subject to the usual deductions, including required taxes.

- **Burundi:** BIF 2,601,803 per month
- **Canada:** CAD 90,418 per annum
- **Ethiopia:** ETB 258,574 per month
- **Ghana:** GHS 15,156 per month
- **Lebanon:** USD 3,873 per month
- **Mali:** XOF 1,244,044 per month

- **Pakistan:** PKR 448,947 per month
- **Palestinian Territories:** ILS 17,116 per month
- **Rwanda:** RWF 2,581,173 per month
- **Tanzania:** TZS 7,276,275 per month
- **Uganda:** UGX 9,750,052 per month
- **United Kingdom:** GBP 54,374 per annum