

DHARMA

HEAD OF PEOPLE – GROUP TRAVEL INDUSTRY

Based: Remote

Reporting to: CEO

Start date: ASAP

ABOUT DHARMA

Our mission is to bring the world together through the power of shared experience. DHARMA is a fast-growing, travel-tech startup based in London, UK and Abu Dhabi, UAE. Our innovative business model creates, builds, launches, and operates an exciting range of group travel brands created around passion points, from wellness to sport to food and drink. Our dynamic, enthusiastic team has a positive impact on the world and does exceptional work. Together, we are revolutionizing the way travel experiences are built, promoted, and delivered.

JOB OVERVIEW

As DHARMA's first Head of People, you will be responsible for cultivating our remote-first culture, generating outstanding employee experience and structuring systems that enable a fast-growing organization to consistently scale excellent performance. This is a great opportunity for someone looking to make their mark in a people-focused high growth business. This is a strategic role, but one that will require a hands-on and responsible operator to shape it going forward. You will collaborate intensely across the organization, question accepted ways of doing things, and focus on getting things done. If you are passionate about people, strive for excellence, and like to have fun along the way, then this is the role for you. You will report directly to the CEO while largely owning your core portfolio of HR, people, and culture.

RESPONSIBILITIES

Recruitment and Onboarding

- Take control of the end-to-end recruitment flow and design and deploy recruitment strategies that attract exceptional people

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- Strengthen relationships with third parties that multiply DHARMA's reach and access to a diverse and qualified talent pool
- Create and bring to life a best-in-class recruitment process and onboarding experience
- Educate, challenge, and influence the business to create balanced and effective teams with a diverse range of skill and experience
- Create best-in-class graduate recruitment and internship programs

Engagement and Culture

- In an initial phase, collaborate with senior leadership to strengthen and refine DHARMA's core values
- Understand, support, and embody a culture that reinforces our mission and values, sustains morale, engages multilateral feedback, embraces and is resilient to growth, and attracts incredible new talent that supports our growth ambition
- Champion a diverse, inclusive, and equitable workplace and design and implement practices to support achievement
- Optimize the employee life cycle: From recruitment through retirement, team interactions with DHARMA should be positive. You will identify and shore up gaps in our current approach to the various stages of the employee relationship.

Performance Management

- Coordinate talent development to improve capabilities at all levels of the organization
- Review and improve performance management approaches to develop and retain existing staff
- Design organizational structures and career pathways that encourage effective operations and support in developing growth opportunities

Policy and Program Implementation

- Establish people-oriented policies and practices that are aligned with, and enhance, our mission and core values, and see that they are adhered to consistently
- Optimize employee compensation, incentivization, and benefits programs to ensure market competitiveness and reflect our values and the needs of our people

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- Manage our external human resources partners (including payroll, international employment, etc.) and ensure DHARMA is compliant with all labor-related regulations.

QUALIFICATIONS

- Multiple years of People / HR experience in a high volume, remote environment required with global Human Resources experience preferred
- Experience in a high growth travel tech or tech-enabled company (e.g. VC backed) preferred
- Degree in Business Administration, Human Resources, or similar or equivalent, demonstrable experience
- Strong working knowledge of HR related principles, employment standards legislation, and other regulatory requirements
- Experience leading/contributing to diversity, equity and inclusion initiatives in the workplace
- Excellent verbal and written communication skills with proven experience in building relationships with candidates and internal stakeholders
- Process orientated, organized, and self motivated with a strong capacity to prioritize
- Valid passport with the ability to travel internationally as needed
- Ultra tech-savvy, experience with Google Drive, Monday.com, and Slack preferred
- Advanced interpersonal and relationship management skills
- Positive, can-do attitude
- Experience in fast-paced, start-up environments preferred
- Written and spoken language skills (particularly French, Spanish, and Italian) preferred

HOW TO LEARN MORE

Thank you for your interest in DHARMA. We genuinely appreciate your enthusiasm.

To apply for this position, please send us your résumé and cover letter. Feel free to submit the form linked [here](#) or send us an email at jobs@seekdharma.com.