

SustainablePublicAffairs

#SPA Team & Talent Manager

We are looking for a new team member to help define and implement how we recruit, support, and develop our talent, while ensuring smooth day-to-day team operations. The role combines strategic thinking with hands-on delivery.

We are open to different profiles and backgrounds - including young professionals and part-time arrangements. This role suits someone eager to learn fast, take ownership, and grow with the organisation. We value mindset and judgement over formal boxes and are looking for people motivated by sustainability who want to help build something meaningful over time.

Intrigued? Here is more info:

Who we are: Welcome to #SustainablePublicAffairs (#SPA!): a fast-moving, high-trust, and policy-driven environment where things evolve quickly. We are a first-of-its-kind public affairs agency working exclusively for sustainable frontrunners, helping them translate climate leadership into EU policies that raise the bar for entire markets. Sustainability is embedded in everything we do - from what we advocate for to our company culture, our colleagues' interests, the building we work in, and the way the company is run.

What we are looking for:

The ideal candidate is a self-starter with strong interpersonal skills and a practical, end-to-end understanding of the journey of our colleagues – from hiring and onboarding through development, performance and progression.

Cultural fit is essential: we thrive on initiative, creativity, clear communication, and a genuine willingness to learn and support others. Formal qualifications matter less than experience, judgment and mindset. Values we appreciate: being hands-on, proactive, empathetic, autonomous and outcome-driven.

More concretely, you'll:

Carry out all responsibilities with a strong sustainability mindset - reflected not only in what we advocate for externally, but in how we work day to day as a team.

1. **Lead end-to-end talent acquisition**, building on our existing recruitment set-up. You will help identify the profiles we need, shape roles and job descriptions, do the outreach and selection processes, and engage candidates who share our ambition. Our team is our key asset – your role is to help us find the right people and create a recruitment experience that reflects who we are.
2. **Run the core processes that underpin team management**, including employment contracts, compliance, payroll coordination, compensation and benefits, people data, reporting and internal policy. You will ensure that day-to-day operations are reliable, well-organised, and fit for a growing organisation.



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3. **Put into practice how we support and retain our team**, translating our values into concrete approaches to wellbeing, engagement, and long-term development.
4. **Support the company's growth and culture by designing, implementing, and continuously improving key processes**, such as onboarding, performance and feedback, and learning and development, ensuring they remain pragmatic, scalable, and aligned with how we work.
5. **Act as a trusted sparring partner to leadership**, working closely with senior management to identify priorities, anticipate needs, and support sustainable organisational growth.
6. **Help nurture the strong team spirit and sense of community at #SPA**, contributing to a workplace where people enjoy working - and spending time - together.

The role will evolve with business needs, with scope to grow responsibilities and take on additional opportunities over time, based on performance.

Interested in the job? Please send us your CV and two paragraphs explaining your motivation to info@sustainablepublicaffairs.com

Looking forward to meeting you!