

350 AOTEAROA

JOB DESCRIPTION FOR SHORT-TERM CONTRACT

Job title: Temporary HR Specialist (Short-term Contract)

Location: Remote (anywhere in Aotearoa)

Compensation: \$85 - \$115 per hour (dependent on experience; + GST if applicable), 80-100 hours

Term: June - July 2026

Reports to: 350 Aotearoa Co-Director. Periodic reporting to the Board Co-Chairs is required for final approval of high-level policy changes or legal templates, as the Board holds ultimate responsibility for organisational governance.

About 350 Aotearoa

350 Aotearoa is the New Zealand arm of the international climate movement 350.org, which aims to unite the world around climate change solutions. We coordinate local campaigns by providing education, practical tools, and support for community leadership. Our campaigns challenge the cultural acceptance of fossil fuels and encourage tangible change in New Zealand towards an equitable zero-carbon economy.

350 Aotearoa is inspiring, training and mobilising people across New Zealand to bring power back to citizens and stand up to the fossil fuel industry that is causing the climate crisis. Together, we can build a zero-carbon future for all that is powered by 100% renewable energy. Our method of creating change is through grassroots, collective action, rather than focusing on individual lifestyle and consumer changes.

Read more about our [current campaigns here](#).

Primary responsibilities

Employment Agreement Modernisation

- Conduct a comprehensive update of the standard employment agreement for 350 kaimahi.
- Ensure full compliance with the Employment Relations Act 2014, Holidays Act 2003, and Health and Safety at Work Act 2015.
- Refine clauses regarding remote work, flexible hours, and strip them back for functionality.
- Update the template for short-term project-based contracts.

HR Policy Development & Staff Manual

- Audit & Refresh: Review existing policies, including the Wellness Policy, Travel & Reimbursement Policy, Health & Safety procedures, Flexible Work Arrangements and Professional Development.
- Policy Creation: Identify gaps and draft new policies tailored for an NFP context, specifically: Staff Code of Conduct and AI & Data Security policies.
- Compilation: Assemble all policies into a cohesive, accessible Staff Manual

What We're Looking For:

- Legal Expertise: Strong working knowledge of New Zealand employment law and experience drafting contracts for the Not-for-Profit (NFP) sector
- Values Alignment: Ability to center marginalised communities in HR practices
- Cultural Competency: Understanding of how to incorporate Te Tiriti o Waitangi principles and mana-enhancing practices into HR processes & documentation
- Communication: Excellent written and interpersonal skills to discuss sensitive policy changes in good faith with staff and leadership
- Adaptability: A "flexible, can-do approach" suitable for a small team with a limited budget

To apply for this role, please send your CV and cover letter to the 350 Aotearoa recruitment panel at jobs@350.org.nz by 17.May.2026.

We believe that climate change disproportionately impacts those who have done the least to cause it. Climate impacts intersect with other forms of injustice and exacerbate impacts on communities including Māori, Pacific people, people of colour, people from working-class backgrounds, people with disabilities, women and LGBTQIA+ people. We believe that these communities must be centred in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other diverse communities.

We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, parental status, or disability status. We also recognise that applicants' experience in campaigning and facilitation may be in voluntary work.

Find out more about [350 Aotearoa's Strategic Plan](#).