



**Job Title: HR Officer**

**Reporting to: HR Manager**

**Contract Type: Permanent**

**Location: Park West (Hybrid but initially full time onsite)**

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### **About Foróige**

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation enables young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 600 staff and involves thousands of volunteers in the creation and delivery of high-quality services to young people through the operation of over 400 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects.

### **About the Role**

The HR Team works in partnership with the organisation using best practices in HR. You will join a team of 6 people who support managers and staff to do their best work. This is an opportunity to work with an ambitious HR Team who work together to support each other to achieve the needs of the organisation.

We want someone who wants to work in the not-for-profit sector knowing that their contribution supports this organisation and meets the needs of young people across Ireland.

## **Key Responsibilities**

- Be the first point of contact providing HR advice and support to managers and employees on all HR process and procedures.
- Liaising with the Finance Team in relation to payroll.
- Participating on Foróige interview panels as the HR representative as appropriate.
- Processing new hires, terminations, probation, absence, and holiday and status changes accurately and efficiently on electronic systems.
- Assisting in the development and update of HR procedures and policies in line with evolving legislation, ensuring policies and practices are compliant with Irish statute employment legislation and EU regulatory obligations.
- Providing data for and preparing management information reports and documents.
- Ensuring accurate employee records are maintained on all HR systems (Business World HR and DocuSign)
- Preparing, reviewing, interpreting, analyzing and approving a variety of data, information and reports, and making recommendations depending on findings.
- Contributing to HR projects as required.
- Participating in organizational sub-groups as required.
- Ensuring the ongoing implementation of the fundamental purpose and philosophy of Foróige.
- Any such other relevant duties as the board of Foróige and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation of Foróige's policy and programmes.

## **Professional Qualifications and Experience (E=Essential; D=Desirable)**

- Bachelor's degree in Human Resources or related discipline. **(E)**
- At least two years relevant work experience **(E)**
- Access to car and full Irish driving licence **(E)**
- Experience in payroll administration an advantage **(D)**
- CIPD qualification is an advantage. **(D)**

## **Person Specification (All Essential requirements)**

- Ability to build and maintain effective relationships across all levels of the organisation is key.
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships
- Excellent standards of accuracy and attention to detail
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Positive and flexible approach to working as part of a team
- Excellent written communications skills, including report writing and the ability to draft summary information and correspondence.

- Ability to follow organisational guidelines and processes.
- Excellent computer skills, including Word & Excel, PowerPoint and Social Media skills

### **Requirements of all Foróige staff (All Essential Requirements)**

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation
- To act consistently in a professional manner at all times
- To participate in regular supervision with your line manager
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- To participate in regular 1:1 meetings with your line manager

### **Benefits**

**Salary:** This will be based off of the Foróige Support Services Officer Salary scale: €33,578, €35,105, €36,634, €38,162, €39,692, €41,224, €42,755, €45,040, €47,324, €50,448.

**Annual Leave:** 29 days annual leave plus Good Friday

**Pension:** Contributory pension benefits.

**Training & Development:** Structured onboarding together with a 9 day Foróige Induction Programme. Ongoing CPD.

**Study Leave:** Up to 5 days paid Study Leave per year of course.

**Organisation Culture:** Support & Supervision policy and practises that supports your professional development.

**EAP:** 24/7 Employee Assistance

**Career Break:** Up to 2 years Career Break after 3 years' service.

**Unpaid Leave:** Up to 6 months Unpaid Leave Break after 1 year service

**Flexible Work:** Flexible work practices that support work life balance. (Remote Working Policy (Hybrid) applies post Probationary Period)

**Maternity and Paternity Benefit:** Top up Maternity and Paternity Benefit pay.

### **Other Information**

**Hours of work:** You will be expected to work a minimum of 35 hours per week.

**Travel:** This post will involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

**Applications:** Applications should be made by way of CV and Cover Letter. Which should be sent by email to [recruitment@foroige.ie](mailto:recruitment@foroige.ie) .