



Job Title: HR Administrator

Reporting to: Senior HR Officer

Contract Type: Ongoing, subject to funding

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

Job Reference: FRGJOB_1370

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 Mentoring Programme and over 140 General Youth Services and Special Projects - including over 40 Youth Diversion Projects.

About the Role

The HR Team works in partnership with the organisation using best practices in HR. You will be part of a team of 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 are looking for 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

- Prepare and process all starters, leavers and Family Leave applications for payroll monthly
- Updating the HR page of the Staff Portal, Policies and Procedures and HR

Forms

- Recruitment Admin from advertising to onboarding
- Reporting on HR Metrics monthly - providing data for and preparing management information reports and documents
- System support - pulling and sending monthly reports from our HR system Business World to regions, support with new starter training and ongoing training
- Minute taking at HR meetings
- Contributing to HR projects as required, particular focus on process improvement
- Support with HR Audits in a timely manner
- Filing - supporting Senior HR Officer with ensuring electronic files are maintained and up to date
- Processing POs , Cycle to Work applications and Travel to Work Tickets
- Issuing probation confirmation letters
- Issuing salary confirmation letters, completing salary certificates and statements of employment
- Processing sick leave & arranging Occupational Health appointments when 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

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

- Bachelor's degree in Human Resources or related discipline. **(D)**
- Minimum 1+ years' experience in either an HR Administrative / Recruitment role with office experience. **(D)**
- Access to car and full Irish driving licence **(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

Benefits

Salary: Support Services Officer salary scale: €34,250, €35,807, €37,367, €38,925, €40,486, €42,048, €43,610, €45,941, €48,270, €51,457

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: Please complete the Foróige Application form online [here](#).