



Job Title: HR Administrator

Number of Post(s) & Contract Type: x1 Ongoing, Subject to Funding

Location(s): Parkwest, Dublin 12/Hybrid (but initially full time onsite)

About Foróige

At Foróige, you're not just taking on a job- you're joining a movement that empowers young people and transforms communities. With over 650 dedicated staff and thousands of volunteers, we work together to create impactful change through innovative programmes, clubs, and services.

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The purpose of the organisation is to enable young people to involve themselves consciously and actively in their own development and the development of society.

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 excellent 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. This is a fast-paced role, and we are looking for a quick learner with excellent communication skills to fill this position.

The successful candidate will play a key role in ensuring the smooth operation of the HR function and the delivery of high-quality HR services to staff and third parties across a wide range of HR functions.



Key Responsibilities

The duties of the HR Administrator shall be notified by the Board of Foróige and/or their nominee. The function is achieved through fulfilling the main duties outlined below:

- Recruitment Administration from advertising to onboarding
- Prepare and process all new starters contracts for payroll monthly
- 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
- Updating the HR page of the Staff Portal, Policies and Procedures and HR Forms
- Minute taking at HR meetings
- Contributing to HR projects as required, particular focus on process improvement
- Support with HR Audits in a timely manner
- 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 Qualification, Experience

(D: Desirable; E: Essential)

- 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)
- Experience with a HR system (D)



Person Specification (Essential)

- Good interpersonal skills, including ability to build and maintain effective relationships across all contacts and levels of the organisation is key.
- 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

Benefits to Support You

Salary: Foróige Support Services Officer salary scale: €35,277, €36,881, €38,487, €40,093, €41,700, €43,310, €44,918, €47,319, €49,719, €53,001

Salary will be commensurate with experience.

Annual Leave: 29 days annual leave plus Good Friday.

EAP: 24/7 Employee Assistance.

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.

Bike to Work Scheme

Commuter Travel Tax Saver Ticket

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

Progression Opportunities

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



Unpaid Leave: Up to 6 months Unpaid Leave Break 1 year service.

Flexible Work: Flexible work practices that support work life balance.

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. The position will require flexibility in relation to working hours.

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 submit your CV and cover letter [here](#) outlining why you are suitable for this role and what you will bring to the team.

All information related to Foróige, our annual report, our work, our projects and services is available on our website - please see www.foroige.ie for additional information

Foróige is not in a position to sponsor work permit applications. All applications should hold a valid work permit and permission for ROI.