

## **Age & Opportunity**

### **HR Executive**

<b>Position:</b>	<b>Part-time, 25 hours per week over 5 working days (standard working hours are 37.5 hours and flexitime applies).</b>
<b>Contract:</b>	<b>Two-year Fixed Term Contract</b>
<b>Salary:</b>	<b>€50,000 to €55,000 pro rata, depending on experience</b>
<b>Reporting to:</b>	<b>CEO</b>
<b>Location:</b>	<b>This role is based at our offices in Marino Institute of Education, Griffith Avenue, Dublin 9, with flexible hybrid working arrangements.</b>

#### **Background**

Age & Opportunity is the national organisation that provides a range of opportunities for older people who want to get more involved in arts and culture, sport and physical activity, civic engagement and personal development. Our mission is to enable the best quality of life for us all as we age. Our vision is of an Ireland where all older people can be more active, more visible, more creative, more connected, more confident, more often.

We have an opportunity for an experienced HR Executive with overall responsibility for leading strategic direction and managing the operation of our HR function. Working closely with our CEO and the Senior Management Team, the HR Executive will lead on all areas of our HR function.

#### **Job Description**

##### **Tasks and Responsibilities:**

- Work closely with the CEO to develop, lead and deliver a HR Strategy relevant to the changing needs of the organisation.
- Proactively act as a member of the Senior Management Team, supporting the implementation of the organisation's strategy.
- Provide general support to the CEO.
- Support the CEO in ensuring that sufficient staffing resources at appropriate levels are available in order to meet Business Plan KPIs.
- Support organisation change initiatives to enable strategy implementation.
- Enhance and develop a culture that values diversity and respect in the workplace.
- Develop and implement policies, procedures and guidelines essential for the efficient operation of the organisation in line with funder and legislative requirements and best practice, in conjunction with the CEO and other relevant SMT members.
- Monitor legislative developments and changes and ensure policies and procedures reflect such changes.

- Lead the recruitment, selection and induction of employees, volunteers and interns.
- Lead the process for selection of independent contractors across the organisation.
- Lead employee engagement initiatives and develop and execute action plans to address any identified areas for improvement.
- Manage all industrial relations matters including negotiating with trade unions.
- Develop an annual employee training plan.
- Manage the organisation's Human Resources Information System.
- Manage the completion of the monthly data for payroll purposes.
- Ensure that all HR and employment statutory and governance requirements of the organisation are met across all areas of the organisation.
- Maintain own knowledge of relevant funder SLA requirements, regulations and legislation and pursue continuous professional development in order to develop management expertise and professional knowledge.
- Provide general support to the CEO and the organisation's Committees and Board when requested by the CEO.

## **Person Specification**

This person specification sets out the various criteria which are essential for the post and by which we will assess your application.

### **Education – essential**

Applicants must possess the following:

- A third-level qualification (level 8) in Human Resources Management (or equivalent discipline) is essential.
- Applicants must also be able to demonstrate evidence of continuing professional development.

### **Education – desirable**

- A CIPD qualification is desirable.

### **Experience – essential**

- 3 to 5 years' experience in a similar role in a progressive HR environment, with experience in all key areas of the HR function.
- Knowledge and experience of managing and operating a Human Resources Information System.
- In-depth knowledge of the legislative and regulatory requirements relating to employment.
- Experience of high-quality professional report writing.

### **Skills and Competencies – essential**

- Demonstrated leadership, management, negotiation and conflict resolution skills.
- Capable of strategic, analytical and creative thinking.
- The ability to provide advice and support to SMT members in relation to HR matters.
- Excellent planning, organisation, project management and communication skills with ability to work flexibly with a range of colleagues and third parties.
- Excellent IT skills; proficiency in Microsoft office systems.

## Remuneration and Benefits

Age & Opportunity offers the following benefits in addition to salary:

- Excellent working conditions in our Dublin office with a hybrid working model in place, facilitating flexible working arrangements.
- An 8% employer's contribution to pension (subject to a minimum 4% employee contribution).
- Annual leave of 24 days plus two gift days (Good Friday and Christmas Eve).
- Paid Maternity / Adoptive leave after 12 months' service.
- Employee Assistance and Wellbeing programme.
- Opportunity to avail of continuous professional development training specific to the role as deemed appropriate.
- Travel (bike to work scheme, tax saver commuter tickets).
- Free on-site parking.

The complete list of benefits will be made available to the successful candidate.

### To apply:

Please send your CV and cover letter outlining how you match the above criteria by email to Karen Horgan CEO, at [jobs@ageandopportunity.ie](mailto:jobs@ageandopportunity.ie).

All applicants from countries outside the EU are required to provide relevant work authorisation to take up employment in Republic of Ireland. This must be submitted as part of the application process with your CV and cover letter.

Shortlisting will apply based on the criteria outlined above.

**The deadline for receipt of applications is Tuesday the 21<sup>st</sup> of May 2024 at 12 noon.**

Interviews will be held in Dublin on the week ending the 31<sup>st</sup> of May 2024.

Age & Opportunity is an equal opportunities employer.



SPÓRT ÉIREANN  
SPORT IRELAND

