

Belong To LGBTQ+ Youth Ireland: HR and Operations Coordinator (<https://www.activelink.ie/node/107364>)



Belong To LGBTQ+
Youth Ireland

HR and Operations Coordinator

Salary: €40,368

Hours: Full time, 35 hrs per week

Reporting To: Head of Operations and Programmes

Supported By: Operations Department / Youth Services Department / Senior Partnerships and Diversity Manager

Term: 1-year fixed term contract

Starting Date: Asap

Application Deadline: 9am, Monday 22nd April 2024

Overview

Belong To's vision is for an Ireland where lesbian, gay, bisexual, transgender, and queer (LGBTQ+) young people are equal, safe, and valued in the diversity of their identities and experiences. We work with LGBTQ+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

Our core values are those of inclusion, integrity, and respect, in an environment of honesty and openness. Our purpose is to create a welcoming, supportive, safe and fun space for LGBTQ+ young people. We are committed to collaboration and youth participation. We believe in solidarity and intersectional equality, and our work focuses on human rights and social justice. We are dedicated to continuous improvement in everything we do.

The HR and Operations Coordinator will support the organisation's HR and Operations functions, and will lead on coordinating volunteering activities across the organisation, including exploring and implementing improvements to our volunteering programme and growing volunteering at Belong To.

Please see Job Description attached below.

Submitting an Application

Please submit a completed application form in advance of the **deadline for applications of 9:00, Monday April 22nd**

Applications should be submitted by email to: jobs@belongto.org (<mailto:jobs@belongto.org>). Please include "HR and Operations Coordinator" in the subject line of the email. Page

We will inform candidates who have been successfully shortlisted. We regret that it is not possible to provide individualised feedback to applicants who have not been shortlisted for interview and we kindly request that you do not call or email seeking feedback. Feedback is available for candidates called to interview.

Interviews are provisionally scheduled to occur the week of 29th April at Belong To's offices. If you are unable to attend for interview on this date, please state so clearly on your application form.

Candidates should note that canvassing will disqualify.

Region

Dublin 2 / Hybrid

Date Entered/Updated

2nd Apr, 2024

Expiry Date

22nd Apr, 2024

Attachment

Size

[Job Description - HR and Operations Coordinator.pdf](#)

279.08

KB

[Employment Application Form - HR and Operations Coordinator.docx](#)

92.7 KB

Source URL: <https://www.activelink.ie/vacancies/children-youth/107364-belong-to-lgbtq-youth-ireland-hr-and-operations-coordinator>