

## **Saoirse Domestic Violence Services: HR and Training Executive** **(<https://www.activelink.ie/node/116365>)**



### **HR and Training Executive**

At Saoirse Domestic Violence Services, we're looking for a HR and Training Executive to join our team.

Full-time - Central Office

### **Make an Impact Where It Matters Most**

Are you a purpose-driven HR professional looking to make a tangible difference?

At **Saoirse Domestic Violence Services (SDVS)**, we believe every team member plays a vital role in our mission to support women and children impacted by domestic abuse. As our organisation continues to grow, we're seeking a passionate and proactive **HR and Training Executive** to help us nurture a thriving, inclusive workplace that supports the people behind our mission.

This is an exciting time to join SDVS. A company where your expertise will directly contribute to building a resilient, empowered, and well-supported team that delivers life-changing support across our community.

### **About the job**

As the **HR and Training Executive**, you'll work closely with the Director of HR to support and develop our people throughout the entire employee lifecycle, from recruitment and onboarding, through engagement and wellbeing, to learning and development. This is a dynamic, hands on role ideal for someone eager to combine HR best practices with meaningful social impact.

You'll be a key player in creating a healthy, values-led workplace culture rooted in care, professionalism, and growth. With a strong focus on training, employee engagement, and HR operations, you'll help drive forward both individual development and organisational success.

### **Key Responsibilities**

#### **People & Culture**

- Support implementation of our HR strategy to align with SDVS's vision and strategic goals.
- Champion a culture of inclusion, collaboration, and wellbeing.
- Design and deliver employee engagement initiatives and wellbeing programmes that support our team's mental, emotional, and physical health.

#### **Recruitment & Onboarding**

- Coordinate recruitment activities to attract values-aligned talent.
- Ensure a seamless and positive candidate journey.
- Facilitate employee onboarding and leading on the induction programme for new starters.

## Learning & Development

- Organise, coordinate and track internal and external training activities.
- Support the design and delivery of training on HR practices and key organisational topics.
- Evaluate training effectiveness through post-training surveys and feedback loops.

## HR Operations

- Maintain accurate and up-to-date HR records, training logs and performance documentation in compliance with GDPR.
- Conduct quarterly audits of employee files and ensure timely follow-up on documentation.
- Generate HR reports and metrics to support data-driven decision-making.
- Assist in managing employee relations processes including grievances and disciplinary procedures.
- Provide high-quality administrative support including letters, forms, scheduling, and policy updates.

## Compliance & Best Practice

- Stay current with changes in Irish employment legislation and HR best practices.
- Update internal policies, procedures, and the Employee Handbook accordingly.
- Support the Director of HR with day to day HR administration tasks, projects and HR initiatives.

## What We Offer You

- **Generous Annual Leave:** 25 days annual leave (pro-rata)  
Company Day: Good Friday offered as an additional days leave  
Purchase Annual Leave Scheme: Opportunity to purchase an additional working week worth of annual leave
- **Pension:** 7% employer contribution after probation
- **Maternity Benefit:** Topped up to 100% Paid during period of statutory maternity leave (subject to 1+ year service)
- **Wellbeing:** Free access to online GP service, doctor visit allowance, EAP programme, paid sick leave, and team-building events
- **Learning & Growth:** Education support and continuous professional development opportunities

## Who We're Looking For

You're a driven HR professional who combines attention to detail with a passion for supporting people. You're organised, emotionally intelligent, and eager to work in a mission-focused environment where your contribution has real meaning.

## Essential Criteria

- CIPD-accredited HR qualification (including Irish Employment Law module)
- Minimum 1 year post-graduate experience working in a similar HR role
- Strong communication and interpersonal skills with excellent organisational and time-management abilities
- Minimum of a QQI Level 5 Train the trainer qualification.
- Commitment to inclusive, people-centred HR practices

## Desirable Criteria

- Experience working in the charity or social services sector
- Manual Handling Instructor Qualification
- Understanding of domestic violence services or family support contexts
- Familiarity with GDPR in a HR context
- Experience with digital HR systems or HR process improvement
- Irish Employment Law or union experience

**[Apply for the job \(https://saoirse-domestic-violence-service.homerun.co/hr-and-training-executive/en/apply?&step=1\)](https://saoirse-domestic-violence-service.homerun.co/hr-and-training-executive/en/apply?&step=1)**

*If this role excites you and you believe you'd be a good fit, we encourage you to apply, we'd love to hear from you today.*

*This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.*

Please submit your CV and cover letter [here \(https://saoirse-domestic-violence-service.homerun.co/hr-and-training-executive/en/apply?&step=1\)](https://saoirse-domestic-violence-service.homerun.co/hr-and-training-executive/en/apply?&step=1) outlining how you meet the essential and desirable criteria.

Please note that due to a high volume of applicants only shortlisted candidates may hear from us.

**Saoirse Housing Association CLG is an Equal Opportunities Employer**

Saoirse Domestic Violence Services (SDVS) provide a range of support services across South Dublin and West Wicklow including our 24-hour helpline (1800 911 221), refuge accommodation, safe house accommodation, child and youth support services, community outreach support, prevention & training and court accompaniment.

**Region**

Dublin

**Date Entered/Updated**

23rd Jun, 2025

**Expiry Date**

23rd Jul, 2025

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