



County Kildare LEADER Partnership

Job Description – SICAP HR Administrator, Part-time

The Role:

The SICAP HR Administrator will work within the Administration Team and will be line-managed by the Financial Controller. The HR Administrator will carry out duties pertaining to the Human Resources function including record keeping, staff enquiries, and recruitment. This position is mainly office-based with some limited flexibility upon completion of a probationary period.

Essential Skills:

- Proficiency in MS Office, particularly MS Word and Excel.
- Ability to work to deadlines and on own initiative, with a high degree of accuracy and attention to detail.
- An understanding of the requirement for confidentiality and impartiality within the HR function.
- Strong communication skills to effectively work with internal and external stakeholders.
- Familiarity with Recruitment and HR processes, and the legal framework governing them.

Responsibilities:

In carrying out this role the SICAP HR Administrator will have responsibility for the tasks below:

- Maintain accurate and complete personnel records for employees to audit standard in accordance with policies and procedures, including contract changes and addendums.
- Serve as contact point for recruitment, receiving applications and communicating with applicants throughout the recruitment process.
- Understand the staffing requirements of programmes and ensure appropriate review of applications for all open positions. Liaise with Programme Managers and Coordinators to ensure a smooth recruitment and interview process.
- Ensure that the interview process is impartial and accurately documented for all applicants in line with employment legislation standards.
- Ensure CKLP's new starter and onboarding process is completed for new hires and that the exit process is completed for departing team members.
- Serve as point of contact for staff queries regarding employee entitlements and responsibilities and ensure HR system is up to date and accurate.
- Liaise with Programme Managers to ensure monthly reporting requirements to Administration team are completed accurately and on time to ensure a smooth payroll process.

- Ensure an accurate and readily available suite of template documents for contracts, job descriptions, interview assessments, and any other relevant documentation required for staffing purposes.
- Keep up to date with legislation, communicating updates to senior management team to facilitate policy updates being made on a timely basis, and ensure staff policies and procedures are current and available to all staff.
- Other duties that may be required from time to time.

The Role:

- Contract: Fixed-term part-time role to 31/12/2025. The contract may be extended, subject to continued funding.
- Salary: hourly rate, depending on experience.
- Hours: 15/hrs / week.
- Location: Kildare Community Development Centre, Meadow Road, Kildare Town, Co. Kildare, R51 RF88
- Other Benefits: The annual leave entitlement is 21 days (pro rata, based on 35 hours pw), exclusive of public holidays.

How to Apply To apply for this role: please email your CV and a tailored covered letter outlining your suitability for the role to violet@countykildarelp.ie by 3pm on Tuesday 6th May 2025.