

Young Social Innovators | Job Description

Job Title: Office Manager with HR (Hybrid)

Location: Hybrid and Flexible | Old Finglas Road, Glasnevin, Dublin 11

Salary: €35- €40K – depending on experience

Line Manager: Head of Finance and Governance

Duration: Permanent

Hours: 35 per week (Hybrid and Flexible) | Three days to be based onsite at DCU Alpha, Thursday core day

About Young Social Innovators.

Young Social Innovators is a non-profit Organisation that believes in the power of youth. Its vision is to empower, equip and inspire young people to change the world for good. Through its programmes, training and events, Young Social Innovators enables young people to grapple with difficult social issues, advocating reform and advancing change. Each year, circa 15,000 young people are supported to explore social and environmental issues that concern them and come up with a variety of responses to these. In this way, Young Social Innovators builds social capital and helps young people create a fairer and more caring Ireland connecting into a wider global movement for change.

Purpose of Role

The Office Manager with HR is responsible for smooth management of the YSI office and will maintain the HR database. The role requires a highly organised, people-focused individual with strong office and IT skills, and solid HR knowledge. This person will manage office management, day-to-day HR activities, support internal processes, and maintain high standards across training and compliance.

Duties of the Role

Office Management

- Coordinate the day-to-day management of the YSI office
- Coordinate IT services and office equipment, including telephone systems
- Liaise with DCU Alpha on facilities and office maintenance
- Manage third-party service contracts
- Implement and oversee Health & Safety policy and ensure compliance, maintaining a safe and clean working environment for all staff

- Support the Senior Leadership Team with administration, meeting coordination and set up
- Manage incoming and outgoing post
- Manage office supplies

HR Responsibilities

- Maintain and update Bright HR (leaves, absences, contracts, schedules)
- Manage records of staff training and compliance (Manual Handling, Children First, Garda vetting, etc.)
- Coordinate induction and IT setup for new staff, including training on YSI systems
- Manage offboarding process for departing staff
- Administer recruitment processes, including shortlisting and production of letters of offer and contracts
- Coordinate the recruitment and onboarding of interns

General

- Support education programme administration, particularly during Speak Out delivery, awards and showcases.

Note:

This job description provides an overview of the role. As a dynamic and fast-paced organisation, YSI values flexibility and a collaborative team ethos. From time to time, the role may require additional tasks outside the scope outlined above.

Person Specification

Experience of some of these packages or other similar packages is essential: Google Drive, Gmail and Calendar, Microsoft office, BrightHR, Trello, and Communicator app.

Essential Criteria

- Minimum of 2 years in a coordination or office management role
- Strong IT skills are essential for this role
- Minimum of 2 years' experience of day-to-day HR administration
- C1 CEFR standard of English or equivalent
- Excellent written, verbal and IT skills
- Strong communication, interpersonal and motivational abilities
- Comfortable working across diverse environments with a variety of stakeholders
- Excellent organisational skills, with the ability to multitask, prioritise, and manage a fast-paced workload
- A proactive and independent approach, while also being a collaborative team player

- Willingness to work flexible hours as required
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Application Process

To apply:

Please send a CV and cover letter outlining your relevant experience.

Email applications to: careers@youngsocialinnovators.ie

Closing date: 11th July 2025 at 5.30pm. Interviews will take place on week of 14th July 2025 over Zoom.

Young Social Innovators is committed to equal opportunities and all recruitment decisions will be based on merit, suitability for the role and experience. All recruitment decisions will not be influenced by race, colour, nationality, religion, sex, marital status, family status, sexual orientation, disability, age, or membership of the Traveller Community. Young Social Innovators fully endorses a working environment free from discrimination and harassment.