#

|  |  |
| --- | --- |
| A logo with text on it  AI-generated content may be incorrect. |  **HR Co-Ordinator - Job Description**  |
| **Title:**  |  HR Co-Ordinator |
| **Work Schedule:** | 35 hours per week (possibility of four-day week, pro-rata) |
| **Contract Type:** | One Year Fixed Term |
| **Rate of Pay:** | Scale: Approx. €35-40,000 pa |
| **Reporting:** | Acting Head of Operations |
| **Location:** | Spirasi, 213 North Circular Road, Phibsboro, Dublin 7 with hybrid working in accordance with Spirasi Hybrid working policy. |
| **Main Purpose of Role** |
| Spirasi is seeking to appoint a suitably qualified, capable and proactive HR Co-ordinator to support the day-to-day operations of our organisation, with a particular focus on HR administration. This is a key support role, ideal for someone with experience in HR processes and office co-ordination, who thrives in a varied role and is comfortable taking initiative.You will co-ordinate recruitment and onboarding processes, ensure accurate and timely payroll administration, handle employee lifecycle paperwork, co-ordinate all Garda Vetting and help ensure compliance. You will be a point of reference and support for staff and managers on HR procedures and policies. |
| **Main Responsibilities** |
| * Coordinate end-to-end recruitment processes, including advertising roles, scheduling interviews, reference checks, and issuing contracts.
* Maintain and update employee records, including contracts, leave requests, and other key documentation, using HR Locker among other tools.
* Oversee payroll input and liaise with external payroll providers to ensure accurate and timely processing.
* Support employee onboarding and offboarding processes, including induction scheduling and exit interviews.
* Co-ordinate all Garda Vetting across the organisation.
* Ensure HR practices comply with employment legislation and internal policies.
* Liaise with IBEC on employment queries as needed and maintain awareness of relevant HR developments.
* Support managers in understanding HR policies and procedures. Assist with general administrative duties as required.
* Prepare reports or data summaries as required (e.g. staff turnover, leave balances).
 |
| **Person Specification – Knowledge, Skills and Experience Required** |
| **Essential****•** A relevant qualification in HR.* At least 2 years’ experience in a similar HR role.

• Knowledge of GDPR and data protection obligations. • Knowledge of employment law and best practice as it applies to the role of HR Co-ordinator.**Additional Skills & Attributes*** Possesses experience and understanding of cross-cultural work in HR.
* Strong organisational and administrative skills.
* Ability to manage multiple tasks with good attention to detail.
* Excellent interpersonal and communication skills.
* A self-starter with the ability to work independently and use good judgment.
* Comfortable working in a small organisation and adaptable to changing needs.
* Proficient in IT (Word, Excel, PowerPoint, Email).
* Excellent self-care practices.

**Desirable criteria:*** Experience in the not-for-profit or charity sector.

• Familiarity with using IBEC or other employer advisory services.• Experience using HR software or systems. |
| **Please note:*** This job description is not exhaustive; the post holder may be required to take on additional duties relevant to the role and contribute to its development.
* Garda clearance is a requirement for all Spirasi staff, both upon hiring and throughout employment.
* References will be a prerequisite for employment.
* Candidates must have the right to work in Ireland at the time of application and for the duration of employment.
* Applicants with qualifications obtained outside the Republic of Ireland must provide evidence of validation by the Irish Department of Education at the time of application.
* Remote work requires a designated, single workspace in the home or an alternative office.
* All personal data received will be processed in accordance with the Data Protection Acts 1988, 2003, and GDPR (2018) and used solely for recruitment and administrative purposes.
* Spirasi is an equal opportunities employer. Recruitment decisions are based on merit, aligned with job and skill requirements.

**Support & Development*** While this is a standalone role, the successful candidate will be supported by the CEO and receive monthly mentoring from a volunteer HR Director (Trustee level).
 |