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| 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). | |