

Sonas Domestic Violence Charity: HR Generalist (Part Time) **(<https://www.activelink.ie/node/108993>)**



HR GENERALIST - PART TIME POSITION

Location: Blanchardstown, Dublin 15

Job Type: Permanent, Part-Time (20 hours per week, preferably 5 mornings)

Salary: Starting at €22,759 per annum, in line with HSE Grade V (Clerical) Salary Scale

Who We Are

Sonas Domestic Violence Charity is the largest provider of frontline domestic abuse support services to women and children experiencing domestic violence in Ireland and have been providing this service for 30 years. The Service supports over 1,250 women and children each year and currently operates across the greater Dublin Region. Sonas provides 52 properties across the greater Dublin area consisting of Refuge units, Safe Homes, and Transitional Housing for women and children who are forced to leave their homes as result of domestic abuse.

Role Overview

We are currently seeking a highly motivated and enthusiastic HR Generalist to join our team. The successful candidate will be responsible for delivering day to day operational HR support in the areas of recruitment, employee relations, induction, training and development, HR policies and administration.

Key Responsibilities

- To provide confidential and professional support to the Management Team and employees of Sonas.
- Manage the recruitment process including scheduling interviews, preparing documents and ensuring a positive candidate experience.
- Design and implement the roll out of a new induction process and facilitate the on-boarding process for all new employees.
- Involvement with the design and delivery of training on key HR practices and training needs identified by the Management Team.
- Ensure operational efficiencies and effectiveness in the Sonas HR workflows, documentation, and processes, ensuring employee records, training records and the organisation's performance review documents are maintained and up to date in line with GDPR legislation.
- Support the Management Teams with Performance Management, Appraisal, Grievance and Disciplinary processes as required.
- Provide general administrative support including scheduling meetings, preparing documents, completing employee forms and letters, along with generating HR metrics and producing reports as required.
- Facilitation of HR projects as required, involvement in the creation and review of organisation policies and procedures etc.
- Create and deliver employee engagement and wellbeing programmes and initiatives across the organisation.
- Maintain and keep HR policies up to date with relevant HR legislation, best practice, changes to employment law; keep policies and the Employee Handbook updated accordingly.
- Overall management of the HRIS (Softworks) and all processes around leave.
- Supporting and assisting with Health & Safety requirements.
- Liaising with the Finance Department regarding payroll each month and pension administration.

Skills

- Ability to maintain confidentiality as well as handle sensitive information.
- An unwavering dedication to accuracy.
- Excellent organisational, interpersonal and communication skills.
- The ability to work on their own initiative, multi-task and prioritize their workload.

Experience

- Applicants must possess a professional 3rd level HR related qualification or equivalent (Essential).
- A minimum of 4 years' experience in a HR position (Essential).
- CIPD membership is desirable.
- Strong knowledge of Irish employment law.
- Proficiency in IT software systems, Softworks HRIS would be an advantage.

Benefits

- 26 days annual leave pro rata.
- On-site parking.
- Remote working opportunities.
- Pension contribution.
- Access to EAP support.
- Company sick pay scheme.
- Company maternity pay.
- Training & Development opportunities supported.

To apply for this position please forward a detailed CV and cover letter to recruitment@sonasdomescabuse.ie (mailto:recruitment@sonasdomescabuse.ie) no later than Friday 5th July 2024.

SONAS IS AN EQUAL OPPORTUNITIES EMPLOYER

Region

Blanchardstown, Dublin 15

Date Entered/Updated

17th Jun, 2024

Expiry Date

5th Jul, 2024

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