

Daughters of Charity Community Services: HR and Services' Manager (<https://www.activelink.ie/node/109408>)



HR and Services' Manager

The Daughters of Charity Community Services (DoCCS), located at 9 Henrietta Street, Dublin 1, is a community-based organisation providing a range of educational, training and social care services for children, young people and adults living in Dublin's North Inner City. Our services are targeted to individuals and families experiencing socio-economic and educational disadvantage.

We are seeking an experienced Manager to work alongside the Director of Services delivering high quality services in line with our vision and mission for participants in Dublin's North Inner City. The HR and Services' Manager will ensure the ongoing running of the organisation while also growing and developing in areas of organisational capacity and sustainability. This Manager will oversee and deliver the HR function for employees and oversee services such as Facilities, Health + Safety, Governance and Compliance that support the smooth running of the organisation.

The successful candidate will support the Director of Services in providing line management to service managers and staff in the organisation.

HR and Services' Manager:

Contract: This is a full time permanent contract, following completion of a successful probation period.

Hours of work: The hours of work are as follows, Monday to Thursday 9am-5pm, Friday 9am – 1pm.

Annual Leave: 23 days + company days

Salary: The salary scale is €48,000-€55,000 and salary will be determined based on experience. Car parking space provided with the role.

The Person:

1. A third level qualification in the field of Human Resources, Business and Management, Social Studies, IPASS or relevant equivalent qualification
2. Minimum four years people management experience
3. Experienced in problem solving
4. A Health and Safety qualification/facilities management experience would be a distinct advantage
5. Previous experience of working in a non-profit organisation
6. Experience of managing stakeholders, budgets, procurement and a busy workload would be desirable
7. Proven teamwork capabilities
8. Excellent interpersonal and communication skills together with an ability to influence others.

The full job description is attached below

To Apply:

Please forward CV with a cover letter by email to Mary McPhillips at recruitment@doccs.ie (<mailto:lmullins@doccs.ie>) or by post to Mary McPhillips, Daughters of Charity Community Services, 9 Henrietta Street, Dublin 1.

Shortlisting will apply and shortlisted candidates will be interviewed as applications are received.

Closing date: 19th July 2024.

The Daughters of Charity Community Services is an Equal Opportunities Employer and we welcome, and strive to have, a diverse workforce.

Region

Dublin 1

Date Entered/Updated

8th Jul, 2024

Expiry Date

19th Jul, 2024

Attachment

Size

[HR and Services' Manager job description.docx](#)

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KB

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