

Solas Project: Operations & People Manager **(<https://www.activelink.ie/node/114573>)**



Job Title: Operations & People Manager

Hours of Work: 25 – 35 hours a week with occasional weekend and evening work required.

Location: Based in Dublin's South West Inner City (The Liberties) with potential for hybrid working.

Salary: 8-point scale starting at €51,975 (point dependant on qualifications and experience).

The successful applicant will work within the spirit and values of Solas Project, the vision of which is an Ireland where all children and young people truly know their self-worth and can take full advantage of their potential. We are achieving this through a range of innovative and holistic interventions from childhood, through adolescence and into early adulthood. We invite appropriately qualified individuals to apply who are committed to seeing young people at risk of being marginalised by society equipped and empowered to live their lives to the full.

Background to the Role

Solas Project is seeking to recruit an experienced and dynamic Operations Manager to its leadership team. This is a busy role managing a broad range of areas – HR, Facilities, Supporter Relations and Health & Safety.

The Operations Manager will report directly to the CEO and work closely with the Finance Manager and the Leadership Team. They will manage a small support team including admin and maintenance staff. This role also requires working closely with all teams across the organisation. The ideal candidate will have excellent communication and interpersonal skills, a passion for the vision and values of Solas Project, and the flexibility and adaptability to work in a team-based environment.

The successful applicant does not require expertise in all the areas listed, but rather an ability to oversee these functions and to work within a multi-disciplinary team. Applicants with a variety of experiences and qualifications will be considered.

Role Requirements

Essential:

- At least 5 years' experience of general management or HR management.
- Proven experience of leading, managing and developing a multi-disciplinary team.
- Ability to think strategically, and to formulate and implement strategic initiatives, manage projects, problem solve and comfortable in resolving operational issues.
- Ability to work under pressure and respond quickly to changing priorities
- Excellent administration skills and attention to detail with a thorough knowledge of MS office suite.
- Highly developed interpersonal skills and strong verbal and written communication skills.
- Ability to work on own initiative, be self-motivated and flexible, ability to meet deadlines in a busy role.
- Passionate about the work of Solas Project and committed to its vision and values.

Desirable

- Third level qualification in a relevant field eg. HR, Business, Management, Health & Safety.
- Knowledge and experience of the Irish non-profit sector.

- Knowledge of HR in practice and of Irish Employment Legislation
- Experience in facilities management and managing Health and Safety requirements.
- Knowledge and experience of implementing Health and Safety policy and practices.
- In-depth knowledge of data protection requirements.

Please see full Job Description attached below.

To apply:

Please email a CV and detailed cover letter to **Amy Carey, CEO at amy@solasproject.ie (mailto:amy@solasproject.ie) by Monday 14th April at 5pm.**

Employee Benefits

- Matched 5% employer pension contribution after successful probation period.
- 24 days Annual Leave.
- 3 additional annual leave days for long service (2 after 2 years, 1 after 5 years)
- 5 Company Days in addition to annual leave (at Christmas and Easter)
- Paid maternity leave and sick leave.
- Comprehensive induction, training and supervision.
- Bike to work scheme.
- Employee Assistance Programme.

Solas Project is an equal opportunities employer and is open to flexible working practices including job sharing. Possessing a criminal record does not exclude you from applying for this role.

Region

Dublin 8

Date Entered/Updated

21st Mar, 2025

Expiry Date

14th Apr, 2025

Attachment	Size
Operations and People Manager 2025.pdf	110.17 KB

Source URL: <https://www.activelink.ie/vacancies/children-youth/114573-solas-project-operations-people-manager>