

Down Syndrome Ireland: HR Manager **(<https://www.activelink.ie/node/114669>)**



HR Manager

This role will report to the Head of HR and will be responsible for the day to day running of the HR function. The HR Manager will include an operations focus offering HR support and coaching to our 25 branches and management at national office, contributing to a positive and productive work environment. The HR Manager will play a vital role in supporting the delivery of effective HR services to our staff.

At Down Syndrome Ireland, we have 25 nationwide branches that support our members and their families. Our Team of almost 100 passionate individuals is supported by thousands of volunteers who strive to improve the lives of People with Down Syndrome in Ireland by providing a range of vital services and social opportunities. We are continuing to grow and we need someone who is dedicated and ambitious to join our HR team to support this growth and our members.

Areas of responsibility include but are not limited to

- Manage day to day HR
- Manage a busy recruitment area with the HR Administrator recruiting top talent for the specialised roles in DSI
- Onboarding and Induction
- Work closely with management to offer HR support to day to day operations at branch level
- Create and update HR policies and procedures as necessary (Employee Manual)
- Employee relations
- Managing the performance management system
- Ensure company compliance with employment laws and regulations.
- Driving initiatives to build employee engagement and a positive workplace culture
- Act as the primary point of contact for employee concerns and conflict resolution
- HR Systems (Alkimii)
- Training and Employee Development
- Talent Management and Succession Planning
- Working with the Head of HR on HR Strategy
- Managing HR Projects as required

Key Requirements

- Third level qualification in HR or related field
- A career in HR (ideally generalist in nature) with 3 years experience in a similar role of responsibility
- Up to date working knowledge of employment law
- Strong interpersonal, communication, and collaboration skills
- Proven ability to navigate through a case load of ER matters
- Ability to plan, prioritise and meet deadlines effectively
- Demonstrate resilience and energy towards effective solutions
- Good knowledge of MS Office
- Ability to handle sensitive and confidential information with discretion.

Desirable Requirements

- Masters
- CIPD
- Experience in the charity sector

- Full clean drivers' license with own transport as occasional travel may be required

Location & Hours

- This is a full time role, 37.5 hours per week, based in our National Office, Ballymount, Dublin 12
- We would consider this role on a less than full time basis, potentially 3 or 4 days for the right candidate

Benefits:

- Flexible start & finish times
- Hybrid working - WFH Monday & Friday
- Employee Assistance Programme
- Career Development
- 25 Days Annual Leave
- 2 company discretionary days (Xmas Eve & Good Friday)
- Company Sick Pay Scheme

Salary

- €50,000 - €55,000 per annum DOE

Closing Date: 14th April 2025

Please click here to apply. (<https://api.occupop.com/shared/job/hr-manager-b45c8>)

Region

Ballymount, Dublin 12

Date Entered/Updated

26th Mar, 2025

Expiry Date

14th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/community/114669-down-syndrome-ireland-hr-manager>