

Dublin Northwest Partnership: HR Manager (Part-Time) **(<https://www.activelink.ie/node/114709>)**



Dublin Northwest Partnership is seeking to recruit an experienced

HR Manager (SICAP) Part-Time

Title Human Resource Manager (SICAP) Part-Time

Status Permanent Part-time (subject to funding)

Hours 17.5 hours per week

Location Rosehill House, Finglas, Dublin 11

Reporting to CEO

Salary DNP Officer Level 3 Point 13. €55,134 pa Pro Rata

Dublin Northwest Partnership employs an Advantaged Thinking and Community Development approach, enhancing the skills, capabilities, and assets of those we serve. We are looking for a skilled HR Manager to oversee our HR function and integrate it with DNP's strategies, culture, and framework.

Role Description

As a member of the Management Team, this position plays a pivotal role in managing the HR life cycle steps including HR strategy, organisational design, HR planning, vision & culture, recruitment & selection, onboarding & induction, performance management, training & development, engagement & reward, career management and exit. It is an opportunity for an HR professional to impact and enhance quality systems within our organisation. A key aspect of this role is to ensure that HR strategies align with the organisation's objectives and culture.

The role also involves assisting local community and voluntary groups develop capabilities around HR, people management, and employment legislation. Through an Advantaged Thinking and a coaching/mentoring approach, the successful person will help improve outcomes for SICAP beneficiaries as well as those at risk of poverty and social exclusion.

The Human Resource Manager is crucial in enhancing local community and voluntary groups' HR skills, people management, and employment law knowledge. Using an Advantaged Thinking and coaching approach, they will improve outcomes for SICAP beneficiaries and those at risk of poverty and social exclusion.

Key Responsibilities

- Develop and implement HR strategies, systems, and procedures in line with the organisation's overall strategy.
- Support the management team in creating an engaging workplace, empowering staff through effective feedback, coaching, and guidance.
- Review and update policies, procedures, and work practices to align with the DNP's Advantaged Thinking Framework.
- Streamline the onboarding process for new hires, this includes providing training and guidance on policy and culture and ensuring all necessary paperwork is completed.
- Support and facilitate organisational change initiatives
- Assist with submission writing where it pertains to human resources
- Support the management team in implementing DNPs Performance Management System.
- Provide mentoring/coaching to managers, supervisors and employees in matters relating to performance and staffing relations.
- Identify staff training needs, ensuring mandatory compliance along with organising training for diversity and inclusion, health and safety, and skills development.
- Deliver HR workshops to staff and community organisations, providing updates on legislation and industry trends.
- Provide employee relations support to managers and local community organisations as needed.
- Provide updates to both Internal Management and Local Community Organisations regarding emerging legislation and

trends.

- Manage the end-to-end recruitment process, including job descriptions, job postings, interviews, and hiring.
- Design and implement initiatives to attract, retain, and develop staff capabilities.
- Foster a culture of collaboration, innovation, and accountability while promoting openness to change.
- Maintain accurate employee records to the HR System (HRLocker) and liaise with payroll on staff changes.
- Provide reports to the CEO as required and provide reports to the Board and sub-committees as required.

Skills and Experience

- Strong knowledge of employment law, employee relations, and HR processes.
- Experience managing all stages of the employee lifecycle.
- Expertise in performance management, reward systems, and HR metrics.
- Proficiency in HR systems and Microsoft Office applications.
- Understanding of the local community environment in which the DNP operates.
- Ability to develop and implement HR policies and procedures.
- Experience delivering workshops to internal teams and external organisations.
- Skilled in managing workplace disputes and resolving conflicts.
- Ability to identify and implement staff development opportunities.
- Strong relationship-building and communication skills.
- Confidence in providing clear guidance on emerging legislation and best practices.
- Experience managing change and ambiguity in a complex environment.

The Person

- Excellent analytical and problem-solving skills.
- Listens to understand, fostering a positive work environment.
- Can create strong relationships, foster trust and facilitate idea sharing to develop capability in others.
- Ability to manage and drive a diverse range of responsibilities, make decisions and interact with others in a manner that demonstrates competence and professionalism.
- Collaborative and can influence and motivate others.
- Fair, impartial and open to new ideas and information.
- Skilled communicator and facilitator.
- Focused on the delivery of key objectives and shared priorities in line with our Advantaged Thinking approach.
- Credible, with the capacity to represent the organisation,
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Be approachable and non-judgemental.
- Have a passion for supporting the mission and values of the community sector.
- Commitment to the ethos and values of Dublin Northwest Partnership refer to: [About Us - Dublin Northwest Partnership \(https://dublinnorthwest.ie/about/company-information/history/\)](https://dublinnorthwest.ie/about/company-information/history/)

Essential Qualifications:

A relevant HR third-level degree, with at least 3 years of experience in a similar role is required.

Desirable Qualifications:

- Experience in the community and/or not-for-profit sectors.
- Membership of the CIPD.
- Diploma in executive coaching/mediation or similar area

Please email June Magaharan june.magaharan@dublinnorthwest.ie (mailto:june.magaharan@dublinnorthwest.ie) for an Application Form.

Applications, with cover letter and CV, **must be submitted on the official application form and emailed to June Magaharan, Senior Administrator** june.magaharan@dublinnorthwest.ie (mailto:june.magaharan@dublinnorthwest.ie)

Closing date for applications: **1:00pm Friday 11th April 2025**

Late applications will not be accepted.

Dublin Northwest Partnership is an equal opportunities employer.



Riádas na hÉireann
Government of Ireland



Amas chomhcheangail ag
an Aontas Eorpach
Co-funded by the
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An Reoin Forbartha
Tuaithe agus Poblail
Department of Rural and
Community Development

"The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Government of Ireland through the Department of Rural and Community Development and the European Union."

Region

Dublin 11

Date Entered/Updated

27th Mar, 2025

Expiry Date

11th Apr, 2025

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