



10 Earlsfort Terrace, Dublin 2, D02 T380

0879012324

contactus@eplus.ie

Title of position: Human Resources Manager

Reporting to: National Head of Finance & Operations

Salary: €60,000 p/a

Contract Type: Full-time, Permanent

Location: Ireland based, fully remote working with expectation to attend in person meetings where necessary

Empowerment Plus (Eplus) is dedicated to providing comprehensive support to children and families across Ireland. We offer a wide range of tailored services to address unique challenges, ensuring every individual receives the care and guidance they need to thrive within their communities. Our mission is to make a positive difference in the lives of those we support, fostering an environment where everyone can achieve their fullest potential.

Eplus provides professional, high-quality services to children, young people, and families facing various challenges such as abuse, neglect, emotional or behavioural issues, substance abuse, homelessness, family breakdown, living in care, mental health issues, and disabilities. With ambitious strategic plans to further grow and expand our offering, we are seeking to recruit an HR Manager to enhance our service delivery, regulatory compliance, and operational effectiveness.

Role Overview

The HR Manager will lead the development and implementation of human resource policies, processes, and strategies to support EPlus's workforce. This newly created role is critical in ensuring compliance with employment law, workforce planning, staff well-being, and performance management while working closely with the senior leadership team to support managers and frontline teams. The HR Manager will report directly to the Head of Finance & Operations, ensuring that human resources align with broader organisational goals and operational efficiency.

Key Responsibilities

Empowerment Plus is a registered charity Charity No: 19021	Company Limited by Guarantee CRA No: 20074043	T/A Empowerment Plus CLG Company No: 461361
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Board of Trustees: N. Redmond (Chairperson), A. Tennyson (Vice Chairperson), T. Gaffney (Secretary), M. Donohoe, V. Noonan, R. Horta, J. O'Connell, A. Sammon.

1. HR Strategy & Workforce Planning

- Develop and implement HR strategies that support the mission and growth of EPlus.
- Work closely with the executive team to align HR policies with financial and operational objectives.
- Lead workforce planning to ensure staffing levels meet service demands effectively.
- Oversee recruitment and retention strategies to attract and retain top talent.

2. Employee Relations & Compliance

- Ensure compliance with Irish employment law, TUSLA, HSE, and CORU regulations.
- Serve as the primary contact for all employee relations matters, including grievances and disputes.
- Provide expert guidance to managers on HR best practices and performance management.
- Manage disciplinary procedures in line with organisational policies and legal requirements.
- Support the Operations & Compliance Manager & management team in ensuring HR-related compliance within service operations.

3. Recruitment, Onboarding & Staff Development

- Lead end-to-end recruitment, onboarding, and induction programs.
- Develop structured training and professional development programs.
- Work with the executive and management teams to ensure staff receive mandatory training in safeguarding, child protection, and compliance.
- Implement initiatives to enhance employee engagement and retention.

4. Staff Well-being & Culture Development

- Develop mental health and well-being programs to support staff in high-pressure roles.
- Ensure staff receive appropriate supervision, reflective practice, and debriefing support.
- Foster a positive workplace culture that values diversity, inclusion, and staff development.
- Work closely with executive team to ensure HR initiatives align with financial and operational efficiencies.

5. HR Administration & Systems Management

- Maintain and update HR policies, procedures, and employee handbooks.
- Oversee payroll administration in collaboration with the Finance & Operations Team.
- Ensure GDPR compliance in all HR data and record-keeping processes.
- Support the executive team in developing HR-related reporting and governance frameworks.

Key requirements:

- Minimum 5 years of experience in HR management in the social care, voluntary or charity sectors.
- Strong knowledge of Irish employment law, safeguarding regulations, and compliance.
- Proven experience in employee relations, performance management, and workforce planning.
- Ability to develop and implement HR strategies that align with organisational goals.
- Strong leadership, communication, and problem-solving skills.
- Experience in mental health and well-being programs for staff.
- HR qualification (e.g., CIPD, postgraduate HR degree, or equivalent certification).
- Experience with HR software and digital transformation initiatives.

EPlus's Values are an integral part of our organisational culture. Dedicated to empowering children and families, we strive to create a supportive environment where everyone can thrive and reach their fullest potential. Our values shape our work, inspire our mission, and guide us in supporting youth and families every day.

The ideal candidate would possess the ability to understand, demonstrate and apply EPlus's Values of:

- **Integrity**
- **Excellence**
- **Respect**
- **Equality**
- **Care**
- **Compassion**
- **Child-centred**

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- **Community**
- **Consistency**

Benefits of Working with Eplus

- Competitive salary of €60,000 p/a
- Fully remote working
- 23 days annual leave increasing to 27 days with years of service
- Travel/mileage & subsistence paid at the civil service rates
- Paid maternity leave
- Paid paternity leave
- Employee Assistance Programme
- Flexible working hours

Recruitment Process

For informal enquiries please contact valeriehogan@eplus.ie .

Completed applications (CV & cover letter addressing the key requirements of the post) should be sent to recruitment@eplus.ie with **HR Manager** in the subject line, as soon as possible and no later than 12pm Wednesday March 26th.

We are committed to fostering a diverse and inclusive workplace. If you are passionate about making a tangible impact in social care operations and compliance, we would love to hear from you!

Eplus is an equal-opportunity employer and welcomes applications from all backgrounds.

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