****

|  |  |
| --- | --- |
| **Job Title** | **HR Manager** |
| **Department** | **Corporate Services** |
| **Manager** | **Director Corporate Services** |
| **Contract** | **Permanent Part time can be 3 day week or 5 x half days** |

**Who We Are**

The Irish Heart Foundation (IHF) is the national charity dedicated to fighting heart disease and stroke. Our mission is to play a leading role in improving the cardiovascular health of people living in Ireland, prevent heart disease and stroke, advocate, save lives and transform recovery.

**The Opportunity**

We are looking for a creative, highly motivated, passionate person to join our Corporate Services Team. The ideal person will be a natural people person who is able to hit the ground running and work with colleagues across the Foundation on a range of HR issues with the support of our HR Consultant. This is an ideal opportunity for an emerging HR manager or Senior HR officer.

**The Role**

As HR Manager, you will work closely with the HR Consultant and Finance team to support the full range of HR activity in the Foundation.

Ideally you will be:

* Highly competent in recruitment, induction, managing training and training records.
* You will assist in payroll each month and assist in managing the pensions and benefits programmes for staff.
* You will manage all staff records electronic and paper and generate all relevant HR and Management reports as required.
* You will assist in the implementation and development of HR initiatives and systems.
* Keep policies up to date and all relevant employee communications
* Assist in performance management and wider development programmes for team members
* Support if necessary the grievance and disciplinary process
* Manage reception roster and all a range of people related projects and duties as arising.

**We would like to meet you if you are:**

* A friendly, warm, empathetic person with an interest in the charity sector who enjoys working in a team but can also work independently.
* A great communicator who has an excellent written and verbal communication skills.
* An organised administrator who is good at managing more than one task at the same time and has very strong attention to detail and ability to meet deadlines and targets.
* A self-starter with the ability to learn detailed processes and implement. To problem solve and create efficiencies when possible.

**Skills and Experience Required**

* Minimum of five years’ experience in a similar role - previous experience in HR and highly competent in working to timescale and deadlines.
* Excellent and accurate administrative and analytical skills with strong working knowledge of Microsoft Office products, particularly Excel, Word and Powerpoint.
* Excellent and engaging communication (verbal and written) and interpersonal skills with an ability to build relationships with team members.
* Strong planning and organisational skills. Ability to work under pressure and maintain meticulous attention to detail and accuracy.
* Proven ability to work both independently and collaboratively within a team environment.
* Enthusiastic, passionate, flexible, adaptable and can-do working attitude.
* Responsible attitude to dealing with sensitive and confidential information.
* Commitment to the aims and values of the IHF.
* High level of proficiency in English; both spoken and written.

**Desirable**

* Be CIPD qualified
* Be knowledgeable in current employment law and practice in Ireland
* Have experience of HR and or Time Management systems.

**Details of Role and Application process**

This is a part-time role, Monday to Friday, either 3 days a week or 5 days a week part time. The role is based in the Irish Heart Foundation’s offices in Rathmines, Dublin. Currently staff are working remotely, and the successful candidate will be supported to work remotely initially according to public health guidelines.

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed in line with business needs.

To apply please provide an up-to-date curriculum vitae and a cover letter outlining how you suit the post by email to Siobhan Browne, HR Consultant Email: hr@irishheart.ie

The closing date for this position is **Friday January 28th at 5pm.**

 The Irish Heart Foundation is an equal opportunities employer. The Irish Heart Foundation has a no smoking policy. Employees are not permitted to smoke whilst undertaking any duties on behalf of the Foundation.