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| Job Title: | HR Administrator |
| Job Status: | Permanent, part-time 20 hours per week. Friday's mornings required, flexible regarding other days/ hours |
| Location: | Rathmines (Hybrid) (Monday and Thursdays onsite) |
| Report to: | HR Manager |

The Irish Heart Foundation is a community of people who fight to protect the cardiovascular health of everyone in Ireland. Together we are working to eliminate preventable death and disability from heart disease and stroke, and to support and care for those living with these life-changing conditions. We work to achieve this by:

- Caring for and speaking out for people in the community living with heart conditions and stroke, and their families.
- Innovating and leading in health promotion and prevention to change health behaviours and reduce cardiovascular risk.
- Building a nation of lifesavers through CPR training.
- Campaigning and advocating for policies that support people to live healthier lives.
- Information provision.

Our team currently is over 120 employees and up to 100 volunteers working towards the Foundation's vision of a future where no hearts are broken by preventable heart disease.

The HR Admin Role is a key role in the team :

The main areas of responsibility are : -

- Assist in maintaining and updating the HR system and records, ensuring data accuracy and confidentiality.
- Maintenance of employee files ensuring all data is up to date and correct
- Assist in the maintenance and circulation of HR policies and procedures.
- Support the HR Manager in delivering annual HR objectives
- Assist with the employee lifecycle including recruitment, onboarding, performance management, and offboarding.
- Become a Super user of the HR Database (HR Healthbox)
- Take responsibility for the Garda Vetting process and ensure that the Garda Vetting procedure is adhered to at all times.
- Assist with Training applications and bookings
- Actively participate in social club or wellbeing committee

- Assist with organising employee engagement initiatives
- Act as a point of contact for HR administration queries and manage all queries in a proactive manner
- Assist with Health and Safety initiatives
- General Administration
- Adhoc Reception Cover

Skills and Experience Required

- 2 years minimum previous Administration experience in an office environment is essential.
- 1-2 years HR Admin experience is desirable
- Recruitment experience desirable
- Excellent IT skills essential
- Familiarity with HR Databases desirable
- Excellent communication skills verbal and written
- Ability to work independently and as part of a team
- Excellent attention to detail
- Fluent written and spoken English.
- Ability to represent the Irish Heart Foundation in a professional confidential manner at all times

The above is a guide to the nature of the work required. It is not exhaustive. Job descriptions are reviewed on a regular basis in line with business needs.

Benefits of working with Irish Heart Foundation:

Flexible working with our hybrid working model, our team enjoy more flexibility working from home and our Head office location in Rathmines (2 days per week office based. Mondays and Thursdays) or more if you prefer!

We provide benefits to help you protect your health and financial security; and give you peace of mind.

- Pension scheme with employer contributions, from day 1 of service
- Life assurance of 4 times base salary with immediate effect
- Income continuance/disability benefit, at no cost to you from day 1 of service
- Paid Maternity leave
- Company sick pay
- Company health checks
- Generous annual leave policy including additional company days

- Bike to Work Scheme, Travel Saver Tickets, Excellent public transport links
- Employee Assistance Programme (EAP)
- A wonderful office we are proud of with excellent working, kitchen and changing facilities
- Events organised by social club and Health and Well-being Committee
- CPR Training for all employees
- Ongoing Training and Development initiatives to help you grow your career with us

Details of Role and Application process

This is a part time, permanent role, Monday to Friday. The role is based in the Irish Heart Foundation's offices in Rathmines, Dublin. To apply please provide an up-to-date curriculum vitae and cover letter outlining how you suit the post by email to Klara O'Malley, HR Manager.

Email: hr@irishheart.ie

The closing date for this position is 26th August 2025

The Irish Heart Foundation is an equal opportunities employer.

The Irish Heart Foundation has a strict no smoking policy.

Please be advised the IHF retains all candidate data for a period of 12 months after which it is deleted. Should you wish to have your details deleted earlier than this please contact HR directly to request us to do so.

Please find IHF Privacy Policy <https://irishheart.ie/privacy-policy/>

If you have any accommodation needs throughout the recruitment process, please contact HR@irishheart.ie