



The Centre
for Effective
Services

HR & Governance Administrator

Centre for Effective Services (CES)

Role Profile

April 2026



Title:	HR & Governance Administrator
Employer:	The Centre for Effective Services - CES
Location:	Hybrid: CES Offices (Dublin) and remote working
Duration:	2-year fixed term contract
Hours:	Part-time (22.5 hours per week)

About CES

CES aims to improve the lives of people living in Ireland and Northern Ireland by supporting the implementation of excellent public services through evidence informed policy and practice. We work with government departments and service providers to design, develop, implement and evaluate public policies and services.

CES is a not for profit, all island organisation established in 2008. An early focus on children and young people is still important to our work, and we have expanded our work in health, social care, education, justice and housing. Originally funded through philanthropic and state grants, CES is increasingly funded through income generation in providing expert support aligned with our charitable status.

Read our latest organisational strategy 'Partnerships, Profile, People' [here](#).

Our Values

The following values are important to us in how we approach our work:

- Collaboration
- Creativity
- Equity
- Evidence
- Learning

Working at CES

Our team combines expertise relevant to our work, including implementation and change management; research, evaluation and evidence synthesis; policy and practice; knowledge and communications; finance and governance. Our work at CES is made possible by the commitment of our staff. We welcome people with a wide range of skills, from different backgrounds, sectors and disciplines. Staff at CES have the opportunity to work on projects in Ireland, Northern Ireland, or on an all-island basis. We provide our staff with work which is rewarding, challenging and which makes a difference to people living in our communities. We offer flexibility, opportunities to learn, reflect and progress.

Location

This position is based in CES's offices in Dublin. CES is operating a hybrid working model. Due to the all-island nature of CES' work, there will be a requirement to travel from time to time including to CES's office in Belfast or to other locations in Ireland including client offices.

Context for this role

The HR and Governance Administrator will work as part of the Corporate Services team bringing HR specialist knowledge and experience to key administration tasks in recruitment, payroll, policies and procedures, records maintenance and governance. Reporting to the Corporate Services Manager, the successful candidate will have a HR qualification and previous experience of working in a busy HR support position.

The role may suit a candidate seeking to expand their range of experience across all HR functions. The role would equally suit a more experienced professional who may wish to work on a part-time basis.

Key responsibilities

The HR & Governance Administrator will be required to successfully deliver in the following areas:

Recruitment and selection:

- Coordinating the development of role profiles.
- Posting job advertisements ensuring reach to relevant networks.
- Supporting hiring managers through the recruitment process.
- Ensuring internal recruitment processes are adhered to, including fairness and transparency.
- Preparing shortlisting and interview packs.
- Scheduling interviews, coordinating interview panels and sitting on some panels.
- Administration of all recruitment correspondence.

On-boarding and induction:

- Completing reference checks and preparing offer letters and contracts of employment.
- Setting up new staff on HR systems and coordinate IT device requirements.
- Preparing induction schedules; updating induction presentations and pack and maintaining induction checklists for each starter.
- Conducting opening induction for new starters.

HR Operations

- Oversee the HR mailbox and serve as the initial point of contact for all staff HR inquiries, ensuring prompt responses.
- Advise staff and managers on HR policies and procedures.
- Provide support for employee relations matters.
- Managing Factorial (HR Information System) and ensuring all HR records are processed, stored, retained, and deleted in line with CES' Data Protection policy.
- Supporting performance and probationary reviews, making sure that all evaluations are completed within timelines and are aligned with organisational policy and strategy.
- Producing HR reports as required
- Supporting L&D initiatives and tracking staff training completion
- Supporting EDI and wellbeing initiatives

Payroll and pensions administration:

- Preparing monthly payroll updates files for final approval and upload.
- Liaising with pensions provider and notify payroll provider of any pension changes.

Policies and procedures:

- Assisting in drafting, development, implementation, monitoring, and ongoing review of CES policies and procedures.
- Update intranet with all new and updated policies and procedures.
- Ensuring that statutory changes in Ireland and Northern Ireland are reflected in current policies.

Governance

- Supporting corporate governance processes including preparation of packs for board and subcommittee meetings, Governance Code Compliance form update and returns to the Charities Regulator, Companies Registration Office and Lobbying register.
- Working with the Corporate Services and Finance teams to ensure compliance with best practice and all current legislation.

This list is not exhaustive and may vary from time to time.

Person specification

Candidates must demonstrate how they meet these essential skills and experience criteria.

Essential skills and experience:

- HR qualification or a related field
- At least two years' experience in a busy HR administrator/Coordinator role.
- Experience in coordinating a full recruitment cycle from drafting job specification to on-boarding.
- A good understanding of HR legislation in Ireland & Northern Ireland, including experience in its application.
- Excellent communications skills; experience engaging with both internal and external stakeholders and senior management.
- Meticulous attention to detail.
- Discretion and confidentiality.
- Ability to balance a demanding work schedule, prioritising work to ensure deadlines are met.
- Experience working with HR software platforms.
- High level of proficiency in Microsoft Office in particular Word, Outlook, Excel, and PowerPoint.

Desirable skills and experience:

- CIPD qualification
- Knowledge of the legislative environment in Northern Ireland.
- Experience in the charity and/or public sectors.
- Knowledge of governance requirements in Ireland and/ or Northern Ireland.

Reporting to:

Corporate Services Manager

Contract

2-year fixed term contract. The role is part time (22.5 hours per week) other part-time options will be considered.

Why apply for this post?

- Salary for this role will be determined based on the candidate's level of experience, in alignment within the band: €33,812 – €43,000 (FTE), salary will be applied pro-rata
- CES makes a matched contribution of up to 5% of annual salary to a designated pension scheme after completion of a probationary period.
- 25 days annual leave (pro rata)
- Access to a range of flexible working options.
- Excellent training and development opportunities.
- Access to a focused employment wellbeing programme.
- Cycle to Work Scheme supported.
- Tax saver travel ticket scheme supported.
- Opportunity to work on projects in other CES locations.
- Opportunity to work towards meaningful social change in the not-for-profit sector.

How to apply

To apply, please forward your CV with cover letter to recruitment@effectiveservices.org. Your cover letter should detail what attracts you to the role and to CES and how your experience meets the essential and desirable criteria. (Please include "Application - HR & Governance Administrator" in the subject line)

The closing date for receipt of applications is **5pm on Tuesday, 5th May 2026.**

To be considered for this role, candidates must be legally eligible to work in Ireland for the duration of the contract.

Queries can be addressed in confidence to hr@effectiveservices.org

As a result of this competition a panel may be formed from which future similar vacancies in CES may be filled. This panel will remain active for a maximum period of 12 months.

Equal Opportunities

We are an equal opportunity employer and value diversity at CES. Should you require accommodations or assistance during our recruitment process due to a disability, please contact recruitment@effectiveservices.org for support.

For more details on our recruitment process, please see CES recruitment policy [here](#).

Data Protection

The personal data that we collect as part of this recruitment competition will be processed, stored and retained in line with data protection legislation and CES' Data Protection and Privacy Policies. You will find details on how we process your data in our Privacy Statement [here](#). For further queries on data protection, please contact us on dataprotection@effectiveservices.org.