

Age & Opportunity HR Manager



Position:	Part-time, 25 hours per week over 5 working days (Standard working hours are 37.5 hours and flexitime applies).
Contract:	Two-year Fixed Term Contract
Salary:	€60,250 per annum pro rata (€40,166 per annum for 25 hours)
Reporting to:	CEO
Location:	This role is based at our offices in Marino Institute of Education, Griffith Avenue, Dublin 9. Flexible hybrid working arrangements are in place, with a requirement for the post holder to work from the office on average one day per week. In person attendance is also required for regular meetings and training.

Background

Age & Opportunity is the national organisation working to enhance wellbeing for older people through participation in sport and physical activity, arts and creative engagement, personal development, community collaboration and active citizenship. Our mission is to create opportunities that empower older people to enhance individual and community wellbeing through participation in physical activity and recreational sport, arts and creativity, personal development and active citizenship initiatives.

We have an opportunity for an experienced HR Manager with overall responsibility for leading the strategic direction and managing the operation of our HR function. Working closely with our CEO and the Senior Management Team, the HR Manager will lead on all areas of our HR function.

Job Description

Tasks and Responsibilities:

- Work closely with the CEO to review, lead on and deliver the organisation's Human Resources Strategy.
- Proactively act as a member of the Senior Management Team, supporting the implementation of the organisation's Strategic Plan 2025 – 2029 and Business Plans.
- Provide general support to the CEO, including line management of staff when required.
- Support the CEO in ensuring that sufficient staffing resources at appropriate levels are available in order to meet Business Plan Key Performance Indicators.
- Support organisation change initiatives to enable strategy implementation.
- Enhance and develop a culture that values diversity and respect in the workplace.
- Develop, review and implement policies, procedures and guidelines essential for the efficient operation of the organisation in line with funder and legislative requirements and best practice, in conjunction with the CEO.
- Monitor legislative developments and changes and ensure policies and procedures reflect such changes.

- Lead the recruitment, selection, induction and training of employees, volunteers and interns.
- Line manage volunteers as required.
- Lead the process for selection of independent contractors across the organisation.
- Oversee the engagement of independent contractors in conjunction with the Office and Compliance Coordinator and provide support as required.
- Lead and provide support with the implementation of the organisation's Performance Planning and Review Programme.
- Lead employee engagement initiatives and develop and execute action plans to address any identified areas for improvement.
- Manage all industrial relations matters including negotiating with trade unions.
- Be responsible for all Health and Safety and act as the organisation's Health and Safety Manager.
- Be responsible for Safeguarding matters and act as the Designated Officer for Adult Safeguarding, and Designated Liaison Officer for Child Protection issues.
- Provide support to the CEO in the organisation of Senior Management Team meetings and full team meetings.
- Develop an annual Employee Training Plan and organise all mandatory training.
- Manage the organisation's Human Resources Information System (HR Duo).
- Manage the completion of the monthly data for payroll purposes.
- Ensure that all HR and employment statutory and governance requirements of the organisation are met across all areas of the organisation.
- Be aware of relevant funder Service Level Agreement requirements, regulations and legislation and pursue continuous professional development in order to develop management expertise and professional knowledge.
- Prepare documents for the HR, Quality and Safety Committee and present them to the Committee as required.
- Provide general support to the organisation's Committees and Board when requested by the CEO.
- Deputise for the CEO in their absence.

Other Responsibilities:

- Ensure adherence to legislation, regulations and defined quality standards.
- Follow the policies and procedures outlined in the organisation's Employee Handbook, Policies and Procedures Manual, Internal Financial Controls and Procedures and Safety Statement.
- Commit to the purpose of Age & Opportunity and work within the values of the organisation.
- Participate in one-to-one meetings with the CEO as required.
- Actively participate in full team meetings.
- Show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required (including at Bealtaine festival events).
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance planning and review process.

- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Contribute as an active member of the Age & Opportunity team, to the development and support of other initiatives within the organisation where relevant.
- Promote and represent Age & Opportunity at events as requested.
- Operate within agreed budgets seeking authorisation for expenditure and be accountable for such expenditure authorised and ensure the appropriate coding of expenses.
- Provide written reports as per deadlines requested.
- Undertake any other tasks as will from time to time be requested.

Person Specification

This person specification sets out the various criteria which are essential for the post and by which we will assess your application.

Education – essential

Applicants must possess the following:

- A third-level qualification (level 8) in Human Resources Management (or equivalent discipline).

Education – desirable

- A Chartered Institute of Personnel and Development (CIPD) qualification.
- Demonstrated evidence of continuing professional development.
- A qualification in Health and Safety.

Experience – essential

- 3 to 5 years' experience in a similar role in a progressive HR environment, with experience in all key areas of the HR function.
- Knowledge and experience of managing and operating a Human Resources Information System.
- In-depth knowledge of the legislative and regulatory requirements relating to employment.
- Experience of high-quality professional report writing.

Experience – desirable

- Experience of using a Customer Relationship Management (CRM) system, preferably Salesforce.
- Experience in Health and Safety management.

Skills and Competencies – essential

- Demonstrated leadership, management, negotiation and conflict resolution skills.
- Capable of strategic, analytical and creative thinking.
- The ability to provide advice and support to SMT members in relation to HR matters.
- Excellent planning, organisation, project management and communication skills with ability to work flexibly with a range of colleagues and third parties.
- Excellent IT skills; proficiency in Microsoft office systems.

Remuneration and Benefits

Age & Opportunity offers the following benefits in addition to salary:

- Excellent working conditions in our Dublin office with a hybrid working model in place, facilitating flexible working arrangements.
- An 8% employer's contribution to pension (subject to a minimum 4% employee contribution).
- Annual leave of 24 days (pro-rata) plus two gift days (Good Friday and Christmas Eve).
- Paid Maternity / Adoptive leave after 12 months' service.
- Employee Assistance and Wellbeing programme.
- Opportunity to avail of continuous professional development training specific to the role as deemed appropriate.
- Travel (bike to work scheme, tax saver commuter tickets).
- Free on-site parking.

The complete list of benefits will be made available to the successful candidate.

To apply:

Please send your CV and cover letter outlining how you match the above criteria by email to Karen Horgan CEO, at jobs@ageandopportunity.ie. Include 'HR Manager' in the subject of the email.

All applicants from countries outside the EU are required to provide relevant work authorisation to take up employment in Republic of Ireland. This must be submitted as part of the application process with your CV and cover letter.

Shortlisting will apply based on the criteria outlined above.

The deadline for receipt of applications is Thursday the 2nd of July at 12 noon.

Interviews will be held in person in Dublin on Friday the 24th of July.

The commencement date for this post is mid-September.

Age & Opportunity is an equal opportunities employer.

