saoirse
DOMESTIC VIOLENCE SERVICES



Saoirse Recruitment Pack

Human Resources Manager (6 Month FTC)

October 2026

saoirse
DOMESTIC VIOLENCE SERVICES

Table of contents

About Saoirse Domestic Violence Services..... 1
Our Vision, Mission and Values 2
Benefits of Working with SDVS 4
Job Description - **Human Resources Manager**..... 5
Role Requirements 8
What we offer you 9
How to apply..... 9



About Saoirse Domestic Violence Services

Welcome & Introduction

Thank you for your interest in joining Saoirse Domestic Violence Services. This recruitment pack provides key information about our organisation, the Human Resources Manager position, and the qualities we are looking for.

At Saoirse, we are committed to providing safety, dignity, and hope to women and children experiencing domestic abuse. Our people are central to enabling this mission. The Human Resources Manager is a key member of the Organisation Team, reporting directly to the CEO.

About Saoirse Domestic Violence Services

Saoirse Domestic Violence Services provides refuge accommodation, outreach support, court accompaniment, 24/7 helpline services, and educational programmes across multiple locations. Our organisation is founded on principles of safety, empowerment, trauma-informed practice, and respect.

Every year, hundreds of women and children access our services seeking safety and support during crisis moments. We are committed not only to service provision but also to advocating for systemic change to end domestic violence in Ireland.



Our Mission, Vision & Values

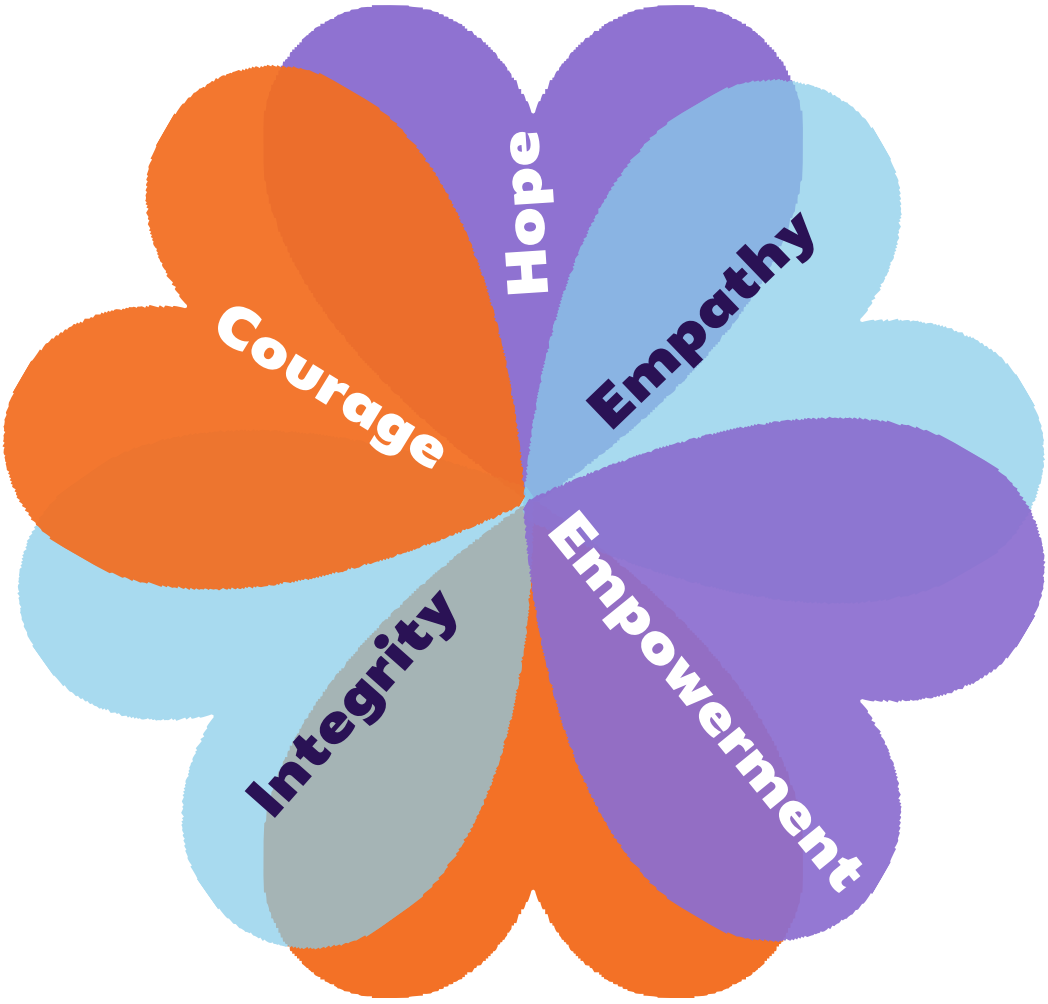
Our Vision

Our vision is a society where DVA is never tolerated or silenced, empowering women and children to live in safety, free from fear.

Our Values

Our, values and principles underpin how we deliver against Vision - they are central to everything we do. They influence our every action and interaction at SDVS, when working with women and children and when advocating on their behalf.

Our teams live and work through these values on a day to day basis, and they are reflected across our philosophy and approach, our business planning and daily practices.



Our Mission, Vision & Values

Our Objectives

We believe that:

- Nobody deserves to be abused.
- No person should ever have to experience the torture of being abused by a loved one.
- No one should be alone in carrying the burden of blame, shame and judgment perpetrated upon them.
- Early educational interventions with young people entering intimate relationships are key to combating domestic violence in future generations and breaking the cycle of violence.

We acknowledge that:

- Domestic violence is a serious and life-destroying crime for which the client is never responsible.
- It is a cycle of abuse that only escalates with time.
- Occurs in all walks of life – all classes, creeds, ages and races.
- Is an unequal balance of power and control that an individual holds over another in any intimate or close family relationship – husband and wife, same sex partners or adult children and an elder parent.
- Takes many forms, including physical, sexual, emotional, psychological, financial abuse and coercive control.

We commit to:

- Empowering our clients and facilitating them in having a voice.
- Listening, hearing, believing and respecting those who contact us for help, whether they plan to leave an abusive relationship or seek support in staying safe in the relationship.
- Working in a non-judgmental environment supporting clients – only they know the reality of their abuse.
- Maintaining a confidential service for all our clients and ensuring that we always work according to Children First.

Benefits of Working at SDVS

- **Pension:** The company will contribute into My Future Fund State pension should you be eligible.
- **Annual leave:** As an employee of SDVS, you will receive 30 days annual leave per annum pro rata for the duration of your fixed-term contract.
- **Company Day:** At SDVS, Good Friday is offered as an additional day off.
- **Doctor visits:** Employee well-being is important to us at SDVS. We offer employees €35 contribution towards 2 GP visits per year.
- **Digital Doctor:** Free access to a digital doctor for employees and their families.
- **Education Support:** At SVDS we offer an Education Assistance policy for employees to apply for funding towards further education.
- **Training & Development:** Access to excellent training opportunities and continuous professional development.
- **Well-being App:** All employees have access to the Wisdom app to support employees in all 4 pillars of their well-being.
- **EAP:** We offer a 24/7 Employee Assistance Programme for employees and their families to avail of counselling support confidentially.
- **Wellbeing Days:** We host several employee wellbeing activities across the year for employees to take time out to focus on team building and their own wellbeing.

Job Description

Role Overview

The Human Resources Manager will play a key role in leading and developing the people function at Saoirse Domestic Violence Services, supporting the organisation to attract, develop, engage and retain a skilled and committed workforce. Working within a values-led, trauma-informed environment, the role will manage the development of learning, training and professional development initiatives, employee engagement and wellbeing programmes, and inclusive recruitment and onboarding practices. The HR Manager will also oversee effective HR operations, systems, policies and employment compliance, providing accurate HR reporting and guidance to support informed organisational decision-making. Through strong collaboration with managers and staff, the role will promote a respectful, inclusive and healthy workplace culture that recognises the unique emotional demands of domestic violence services, while supporting leadership capability, succession planning and continuous organisational development. The role will also provide effective line management and development of the HR & Training Executive, ensuring the HR function delivers a high-quality, responsive and professional service across the organisation.

Key Responsibilities

Central to the HR Manager role is the management of a number of key projects requiring clear project management, direction and implementation within the term of the contract, as well as operational Human Resource management on a day to day basis.

Learning, Training & Development

- Lead the development of a learning culture across the Organisation.
- Design and implement an organisational framework for training and professional development, including individual development pathways.
- Oversee mandatory training, compliance training and continuous professional development programmes.
- Develop and implement a management development programme focused on strengthening managers' HR knowledge, skills and confidence in managing people effectively – programme covering key areas including recruitment and selection, performance management, grievance and disciplinary procedures, and other core people-management responsibilities.

Job Description Continued

- Support succession planning and talent development initiatives.
- Manage the launch and post-launch operation of the Organisation's Learning, Management System – Talent LMS.
- Coach and support the HR & Training Executive in the development and delivery of all learning and development activities, ensuring to liaise with relevant stakeholders.

Employee Engagement & Well-Being

- Promote and embed a values-based, respectful, inclusive and trauma informed organisational culture.
- Develop and implement initiatives that support employee engagement, wellbeing and retention.
- Support the development of a healthy workplace culture that recognises the emotional impact of domestic violence work.
- Lead staff engagement and communication initiatives across the organisation.
- Support leadership capability and foster strong cross-team collaboration.
- Chair the Employee Engagement & Well-Being Committee and oversee all committee activities.
- Oversee the Employee Engagement Survey and liaise with managers regarding follow-up actions.

Recruitment & Selection

- Lead and implement SDVS's talent acquisition strategy to attract, recruit and retain high-calibre staff aligned with organisational values.
- Oversee all recruitment processes, ensuring inclusive, fair and transparent hiring practices.
- Ensure that all new employees receive a comprehensive induction and onboarding programme.
- Support workforce planning to ensure the organisation has the skills and capacity required to deliver services effectively.
- Strengthen the organisation's employer brand and develop a sustainable recruitment pipeline by enhancing the candidate experience, building relationships with potential talent sources, and implementing proactive recruitment strategies attracting and retaining high-quality candidates.

HR Operations, Systems & Compliance

- Oversee the effective day-to-day operation of the HR function.

Job Description Continued

- Ensure HR policies, procedures and the Employee Handbook are up to date and compliant with current employment legislation and best practice.
- Maintain robust HR systems and accurate employee records, including training, visa, garda vetting and probation tracking.
- Ensure compliance with employment law, WRC standards, safeguarding obligations, and data protection requirements.
- Manage HR systems and support digital transformation where appropriate.
- Lead HR reporting, metrics and analysis to support data-driven decision making.
- Identify and manage HR-related risks across the organisation.

Line Management

- Responsible for the the line management and development of one direct report; the Human Resources & Training Executive position in line with their role duties and the organisation's operational plan.
- Carry out weekly HR Team meetings with all members of the HR Team to capture all HR Team activities, share updates, outline a task-list & priorities for the HR & Training Executive and follow-up accordingly with any required actions.
- Carry out monthly line management meetings with the HR & Training Executive to provide support and assistance in matters related to their employment separate to the HR Team meetings.

Role Requirements

- A minimum Level 8 Honours Degree (or equivalent) CIPD qualification in a discipline relevant to the role, such as Human Resources Management.
- A minimum of 5 years' relevant professional Human Resources experience, with 2 years' at management level, preferably with a focus on Learning, Training & Development.
- Demonstrable management and/or team leadership experience, including staff supervision, performance management, practice development and supporting high-quality service delivery.
- Demonstrable knowledge and understanding of Human Resources activities for organisations within the not-for-profit sector e.g. reporting obligations etc.
- Demonstrable understanding of relevant Irish Employment Law and Human Resources best practice.
- Experience of developing, implementing and monitoring policies, procedures and service standards, with a commitment to quality assurance and continuous improvement.
- Strong communication, interpersonal and partnership-working skills, with the ability to build effective relationships with staff, statutory agencies, community organisations and other stakeholders.
- A full, clean driving license and access to own transport, with the ability to travel between SDVS locations as required.
- Proof of legal permission to work in Ireland.

What we offer you

- **Full-Time, 6 Months Fixed-Term Contract.**
- This role is part of the **Human Resources Team**.
- **Salary:** Pro-rated equivalent of €60,000.00 per annum
- **Benefits:** All employee benefits outlined on page 4.
- Commitment to **work–life balance and staff wellbeing.**

Application Process

To apply all candidates must submit a detailed CV and cover letter outlining how they meet the above criteria for the role. Applications should be submitted through this link: https://sdvs.ie/careers/ ("Work with Us" section at the bottom of the page) by **Tuesday, 27th of October 2026**.



saoirse
DOMESTIC VIOLENCE SERVICES

Contact Information:

For queries regarding this recruitment process, please contact:
HR Department
Email: hr@sdvs.ie