

HUMAN RESOURCES MANAGER

RESPONSIBLE TO: DIRECTOR OF OPERATIONS

This post requires: a belief in the YAP model of strengths based, needs led services for children, young people and families. You will have experience of providing high quality Human Resources and Recruitment & Selection management to a medium to large sized organisation, with a complex range of systems; including talent acquisition; advising on employee relations, leading large scale recruitment projects; training co-ordination and delivery in partnership with services. The post requires a self-starter with strong leadership skills and the ability to drive change, to ensure a high-quality service for all young people and families. It also requires a high degree of flexibility both in working time and the requirement for national and regional travel. YAP Ireland have a hybrid-remote working policy in place.

Responsibilities & Duties:

The Human Resources Manager provides leadership to the HR Team ensuring that high quality services are delivered in line with the YAP ethos. The successful candidate will manage the Recruitment, Training and HR functions within YAP Ireland and ensure that they are operating effectively and that we are compliant with all legislative and regulatory requirements. You will be part of the Senior Management Team (SMT) and play a key role in supporting and implementing the Strategic Plan within your team. You will provide HR support and expertise to the Executive, the SMT team and other managers across the organisation.

Specific Tasks include:

1. Actively participate in and work with the Senior Management Teams to achieve the organisation's Strategic Goals.
2. Manage and develop Human Resources Team and HR function to ensure that relevant resources and skills are in place to support growth.
3. Own and drive the recruitment of new employees into the YAP Ireland team, including advertising, processing applications, scheduling interviews, screening, induction, performance management and probation.
4. Develop, refine and review organisational policies, procedures and documentation.
5. Ensure best practice is adhered to in areas of HR/People management and health and safety across the organisation in collaboration with Director of Operations and other senior managers.
6. Provide regular, relevant and accurate HR and Recruitment reports to the Executive and SMT to help make informed decisions and understand risks.
7. Manage and develop training and development to meet the needs of the organisation.
8. Oversee the processing, integrity and accuracy of employee information in line with GDPR.
9. Work with internal teams to streamline and implement systems that will improve efficiencies across the organisation.
10. Provide Day to day office management.
11. Deputise for the Director of Operations as required

Adhere to all YAP Ireland personnel policies, Health and Safety Policy, Code of Conduct and Good Work Practices and ensure that they are adhered to by all staff.

Perform other duties as required by Director of Operations.

Salary: €57,325.68 per annum

Person Specification

Qualifications / Work Experience:

(Essential)

Diploma / Degree in Human Resources or related field

At least 3 years previous experience in coordinating the Human Resources & Recruitment functions for a medium to large sized organization.

Experience of using computer packages including data management systems such as Salesforce (or similar), Microsoft 365 etc.

HR Manager Job Description V1222

(Desirable)

Two - three years' experience of managing a team
Recognized Qualification in Leadership, Supervision or Management

Skills *(Essential)*

- Exemplary communication and Leadership skills
- Excellent organisational skills
- Excellent time and change management skills
- Ability to be creative, innovative, and dynamic
- Ability to prioritize tasks and meet targets set
- Ability to motivate and lead staff