

**Purpose:**

We are seeking an experienced, committed and enthusiastic HR Manager to take ownership of the HR function within Ruhama and, by working closely with the CEO and senior management team, to develop the HR structures within the organisation which includes, but is not limited to, administration (leave, time & attendance, policies & procedures etc.), performance management, employee engagement, workforce and succession planning.

Job title:	HR Manager
Location:	Based in our D2 offices with some occasional travel (when necessary)
Job Type	Full Time/35 Hour Week/1 Year Fixed Term Contract (with an expectation that funding for permanent appointment will be in place)
Salary:	€57,324 - €70,034
Reports to:	Senior Management Team
Probationary Period:	6 months
Purpose:	Working closely with the CEO and the Senior Management Team, the HR Manager will be responsible for all HR activities including, but not limited to, recruitment, induction, performance management, policies and procedures, workforce planning, employee engagement, wellbeing and employee relations.

**Key Responsibilities**

1. Build and provide a first class inhouse HR function, on a standalone basis.
2. Provide regular trusted guidance and assistance to the CEO and Senior Management Team on all HR related matters. Balance operational HR delivery with strategic partnership and support, freeing up capacity of the CEO and Head of Finance and Operations.
3. Strengthen the recruitment and retention process for specialised frontline staff. Manage the entire recruitment lifecycle from initial job design through to onboarding the successful candidate, utilising innovative, effective recruitment initiatives in a challenging market.
4. Modernise and own HR governance, ensuring compliant policies, an updated Staff Handbook, and strong audit-ready record-keeping, in line with policies and legislation.
5. Guide organisation development initiatives including workforce planning, including role clarity, capacity analysis, and implementation of the development plan for a strong sustainable middle-management structure.
6. Manage time & attendance, annual leave, sick leave etc., and act as the point of contact for HR matters, particularly partnering with line managers in handling employee relations matters and ensuring compliance with employment law.

7. Complete Handbook reviews and take on ownership of all HR policies; reviewing, updating and ensuring approval and implementation.
8. Support managers in ensuring the performance appraisal review process is current and effective.
9. Manage employee engagement processes across areas such as training and development and succession planning.
10. Drive and embed a trauma-informed, wellbeing-focused culture with supports in areas such as communications, wellbeing, diversity and inclusion, that prevent burnout, vicarious trauma, and staff isolation.

### **Qualifications, Experience, Knowledge**

- 3rd level qualification in HR
- Additional relevant qualifications would be advantageous (Employment Law, Mediation, CIPD)
- 5+ years' experience in a broad-based generalist role, an NGO background would be advantageous but not essential
- Strong creative recruitment skills
- Strong knowledge of Irish employment law
- MS Office and HRIS proficiency (Ruhama currently uses Bright HR/SharePoint)
- Excellent interpersonal, communication and organisational skills

**The above job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and contribute to the development of the post while in office.**

**Ruhama is an equal opportunities employer**