

**Purpose:**

We are seeking an experienced, committed and enthusiastic Senior HR Generalist 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:	Senior HR Generalist
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 a view to permanency subject to funding)
Salary:	€57,324
Reports to:	CEO
Probationary Period:	6 months
Purpose:	Working closely with the Senior Management Team the HR Generalist 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. Manage the entire recruitment lifecycle from initial job design through to onboarding the successful candidate. The Senior HR Generalist will be responsible for innovative, effective recruitment initiatives in a challenging market.
2. Maintain accurate HR records in accordance with Ruhama policies and employment legislation.
3. Manage time & attendance, annual leave, sick leave etc.
4. Ensure employee handbook is up to date and rewrite/update policies where necessary.
5. Partner with managers in handling employee relations and ensuring compliance with employment law.
6. Ensure that the performance review process is current and effective.
7. Develop employee engagement processes across areas such as training and continuous professional development and succession planning.
8. Support managers in workforce planning.
9. Manage HR systems, data protection and operational HR functions.
10. Drive culture related activities that support the ethos of Ruhama in areas such as communications, wellbeing, diversity and inclusion.

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

- Relevant 3<sup>rd</sup> level qualifications
- 5+ years' experience in a broad-based generalist role is essential. Non-government organisation (NGO) sector background would be advantageous but not essential
- Strong creative recruitment skills
- Strong knowledge and experience of Irish employment law
- MS Office and HRIS proficiency (Ruhama currently uses Bright HR/SharePoint)
- Ability to work sensitively and confidentially in a trauma informed environment
- 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**