



## **JOB DETAILS**

Title:	Human Resources Manager
Duration:	3 year fixed term contract
Salary:	€52k-€57k, depending on experience <sup>1</sup>
Reporting to:	Head of Compliance and Legal Affairs

## **BACKGROUND INFORMATION**

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

## **SUMMARY OF ROLE**

The Human Resources Manager will take a lead role in managing the organisation's HR function for staff members across the entire employment experience – from recruitment and induction, to training, development and talent management, to the systems and structures underpinning human resources to the organisation culture and the wellbeing of staff. Reporting directly to the Head of Compliance and Legal Affairs, and also working directly with the Secretary General, this role will suit a knowledgeable and committed HR professional with a passion for people and culture. A high-level organigram indicating general structure and role distribution is appended to this document.

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<sup>1</sup> This role is assigned to the Job Family of: Programme Managers. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.



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**Irish Red Cross**

## **ROLE RESPONSIBILITIES**

- Lead on developing a HR strategy for the Irish Red Cross that supports and underpins the organisation's ability to meet its objectives successfully, both domestically and internationally
- Engage with employees and volunteers across the organisation and work to design programmes that further promote and develop a consistent organisational culture and positive wellbeing for the whole team
- Liaise with Union representatives and shop stewards as required
- Manage and organise workflow, documentation and processes across the organisation's HR function
- Review existing HR management support tools and processes and advise on streamlining and updating as required
- Develop a new IRC induction and onboarding programme for all new members of staff
- Implement management training on key HR issues, such as hiring, managing for performance and culture, contracts management, internal processes and training and development
- With key stakeholders, develop a framework for development and learning for the organisation, including personalised training and development pathways for staff members
- Support relevant team members on how best to strengthen our desired organisation culture amongst our volunteers/members so that a 'whole of organisation' approach to people and culture is achieved. Includes, but not limited to reviewing materials, messages and processes applied in our volunteer engagement work as well as directly supporting the volunteer leadership in their people-leadership responsibilities.
- Stay up to date on HR issues and changes to employment law and keep policies and processes and the Employee Handbook updated accordingly
- Advise and guide line managers on staff HR and performance issues as required
- Prepare budgets and targets for the HR function as required
- Undertake any other duties as may be deemed necessary by the Head of Compliance and Legal Affairs

## **CANDIDATE PROFILE**

### **Essential Criteria**

- Qualification to degree level in Human Resources or related field
- Minimum 3 years' post graduate experience in a HR role



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- Ability to build and manage relationships at all organisational levels
- Experience with Human Resources metrics and systems
- Excellent communications and leadership skills
- Strong influencing and negotiating skills
- People oriented and results driven
- A high level of attention to detail
- Excellent written communication skills with experience in providing high quality analysis and reports
- Ability to prioritise and manage time and workload effectively

### **Desirable Criteria**

- Experience in the charities sector or in working with membership or volunteer-led organisations
- Experience working in a unionised workplace
- Experience of data management and protection and knowledge of the GDPR in the HR context
- Experience of digitisation projects in Human Resources
- Full, clean, drivers' licence

### **APPLICATION PROCESS**

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

chassett@redcross.ie

Your email should contain 'HR Manager' in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>**, **<First name> - CV** and **<Surname>**, **<First name> - Cover Letter**

The closing date for applications is Monday, 22<sup>nd</sup> May, 2023

Shortlisting for interview will be based on the essential and desirable criteria for this role.

It is intended to hold initial interviews for this role on the week commencing 5<sup>th</sup> June 2023



Please note that there will be a second round of interviews.

## Appendix 1: High Level Organigram

