



KCYS HR Administrator

Location: KCYS Killarney
Reports to: KCYS HR Manager

The post holder is an exceptional individual who endeavours to make a difference in the lives of young people and their families by promoting a culture of integrity and compliance within KCYS, and by operating in line with our organisational mission, vision and values: Young Person Centred, Inclusive, Respectful, Non-judgemental, Rights Based and Empowering.

Job summary:

To provide an efficient, confidential, and flexible high-level administration service to the HR Department. This post requires the utmost professionalism, discretion, and the ability to handle sensitive information while maintaining confidentiality. The post holder will possess outstanding communication skills, multitasking abilities, and the capacity to anticipate needs and proactively address them.

Key Duties & Areas of Responsibility will include:

Recruitment and Onboarding:

- Provide a comprehensive administrative support for the recruitment and onboarding lifecycle.

Employee Relations:

- Assist employees with HR-related inquiries and concerns, providing accurate and timely information on policies, procedures, and benefits.
- Participate in or assist with initiatives to maintain a positive and productive work environment, fostering employee satisfaction and engagement.

Compliance and Reporting:

- Support HR compliance with legislation and best practice.
- Analyse HR data and create reports for informed decision making.
- Prepare materials, presentations, and reports for meetings, ensuring accuracy and completeness.
- Provide administrative support for the Garda Vetting process within the organisation.

General Administrative Support:

- Manage HR communication, both written and virtual. Respond to inquiries promptly and professionally, escalating complex issues to the HR Manager as needed.
- Organise and maintain secure personnel files and other HR documents (physical & digital), ensuring compliance with legal requirements and easy retrieval.
- Where relevant attend meetings with or on behalf of the HR Manager and follow up on action items with relevant stakeholders. Track action items and manage deadlines.
- Assist the HR Manager with HR-related projects and initiatives.
- Assist with the development and coordination of training programs for employees, ensuring alignment with KCYS strategic goals and employee needs.

Information Management and Confidentiality:

- Maintain strict confidentiality and handle sensitive information with the highest level of discretion.
- Conduct research and gather data on various topics, as required.
- Maintain and update HR information systems including the KCYS Intranet as needed, ensuring accurate and secure data storage and retrieval.

KCYS Organisation Responsibilities

- Actively participate in both internal and external networks, structures, and events relevant to the post
- Identify training needs through your supervision and participate in training opportunities appropriate to the role.

- To prepare for and attend individual supervision on a regular basis.
- Ensure ongoing compliance with organisational policies and practices, GDPR, Safeguarding, Health and Safety and ethical practice in all aspects of the role.
- To undertake other duties as may be requested. This may include involvement in the organisation's events, fundraising, research etc.

Special conditions /Essential Criteria

Qualifications and Experience

- A relevant qualification in office administration, business administration, community development or relevant field is desirable.
- Relevant experience in an administrative or HR role is essential.
- Experience in Microsoft Office is essential, (knowledge of other applications would be an advantage.)
- Working knowledge of the human resource function within an organisation would be an advantage.
- Fluency in English, both written and verbal.
- Full Driver's license.

Contract

- 12-month Fixed Term Contract.
- This contract is for 21 hours per week (ideally over 3 days, but more flexible options can be explored).
- Salary €15,667 per annum, payable monthly.
- 26 days Annual Leave per annum pro rata.
- 28 days paid sick leave in a 12-month period pro rata, upon successful completion of probation.
- The nature of this post requires the holder is flexible in working hours to cover the operational times of the service and the centre. This may involve some evening and weekend work, as required.
- Employment with KCYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks being received.
- This post is subject to a probationary period.

Skills, competencies & attributes

- Clearly understands the role, objectives, and targets and how they fit into the work of the wider organisation.
- Experience of developing and maintaining accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required.
- Experience of working to multiple deadlines, with attention to detail and accuracy.
- Excellent problem-solving skills and the ability to think proactively.
- Researches thoroughly, consulting appropriately to gather all information needed and is applicable to policy development, service development and legislation in a charity/youth service provision.
- Strong organisational skills and the ability to prioritise multiple tasks.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong interpersonal and communication skills, both written and verbal.
- The ability to work independently and as part of a team.
- A positive attitude and a willingness to learn.
- Must be flexible and prepared to work outside normal office hours as required.
- Has the ability to think logically, use initiative and work with minimum supervision.
- Through leading by example, fosters high standards of ethics and integrity.
- Ability to adapt to a fast-paced and dynamic work environment.