



YAP Ireland CLG



#JOB-2438104



Park House, 191/193A N Circular , Dublin 7,  
D07 EWW4



No of positions : 1



Paid Position



35 hours per week



42655.89 Euro Annually



11/03/2026



07/04/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://yapirelandclg.my.salesforce-sites.com/jobapplication>



Open your camera app & point here to view this ad online



## Human Resources Administrator

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Human Resources Administrator – Permanent Contract

Youth Advocate Programmes (YAP) Ireland is a not-for-profit organisation that provides a needs-led family support service using a strengths-based approach to improve the lives of young people and their families within their communities.

### About the Role

Are you an HR professional with experience working in a busy environment?

Are you looking for an exciting opportunity to join a growing and vibrant organisation?

If so, YAP Ireland would be delighted to hear from you.

Reporting to the Human Resources Manager, the Human Resources Administrator will be part of the Support Services Team based at the YAP Head Office in Dublin, with hybrid working available.

This role focuses on high-quality service delivery within agreed deadlines and providing administrative support to managers, employees and advocates across the organisation.

### What We Offer

Competitive salary: €42,655.89 per annum

Annual leave: 20 days plus an additional day per year of service (up to 5 years)

Opportunity to make a meaningful difference in your community and society

Flexible working arrangements – YAP Ireland operates a remote/hybrid working policy

The chance to join a growing, dynamic and forward-thinking organisation

Employer contribution to PRSA

92% of employees agree that YAP is an enjoyable place to work (Staff Opinion Survey 2025)

Qualifications and Experience

Essential

A 3rd Level Qualification in Human Resources or related field.

At least 2-3 years' experience in a Human Resources Administration.

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

Desirable

Experience in recruiting large numbers of staff or volunteers

Application Process

To apply for this position, please complete the online application form by clicking the link below and selecting code HRA0326:

<https://yapirelandclg.my.salesforce-sites.com/jobapplication>

Salary: €42,655.89 per annum

For further information or to download a full Job Description and Person Specification please click on this link <https://yapireland.ie/work-with-yap-ireland/careers-with-yap-ireland/full-time-management-careers/>

Closing date for applications: 6 April 2026

Interview date: 14 April 2026 (in person in Dublin)

Please note, if invited to interview you must be available to attend during this time in person in Dublin.

Only completed applications will be accepted, CV's will NOT be accepted.

If you encounter any difficulty, please email [info@yapireland.ie](mailto:info@yapireland.ie)

- This vacancy is suitable for Remote/Blended working
- **Sector:** human health and social work activities

**Career Level**

- Experienced [Non-Managerial]