



Irish Red Cross Society



#JOB-2449801



IRISH RED CROSS SOCIETY, 16 Merrion Sq  
N, Dublin 2, D02 XF85



No of positions : 1



Paid Position



35 hours per week



35000.00-39000.00 Euro Annually



25/05/2026



22/06/2026

### How to apply

#### Application Method :

Not available



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



## HR Officer

### 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

The HR Officer will play a key role in supporting HR Manager to deliver efficient, compliant, and people-focused HR services. This role encompasses recruitment, onboarding and HR systems administration. The HR Officer will be the first point of contact for HR queries.

### ROLE RESPONSIBILITIES

In this role, the HR Officer will:

Ensure accurate employee and recruitment records are maintained.

Oversee and support the recruitment process; job descriptions, job adverts, shortlisting, interviews, and contracts etc.

Manage employee queries and concerns, ensuring timely resolution or escalation where appropriate.

Coordinate onboarding and induction programmes to ensure a seamless employee experience.

Assist in offboarding processes, ensuring compliance and professionalism throughout.

Manage workload effectively with a strong attention to detail.

Assist in coordinating mandatory and developmental training programmes.

Undertake training and development as required.

Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.

Undertake any other reasonable work-related duties and responsibilities assigned by the relevant line manager that are consistent with the nature of the job and level of responsibility.

### ROLE REQUIREMENTS

#### Essential Criteria

A minimum of 2 years HR experience.

All levels of education will be considered. However, good communication and interpersonal skills are essential.

Strong reporting & IT skills – including MS Office.

Strong administrative and organisational skills.

Experience of and knowledge of formal HR processes.

Have good command of the English language, to speak and write, with an ability to create HR communications appropriate for the audience.

Experience with Human Resources Information Systems (HR Locker preferred).

Excellent attention to detail.

Ability to work as part of a team.

Ability to respond to a varying workload in a busy environment.

#### Desirable Criteria

Experience of dealing with sensitive information in a discreet manner.

Flexibility and adaptability and a willingness to take on additional duties.

A keen interest and understanding of the not-for-profit sector.

Committed interest in the work and principles of the Irish Red Cross.

#### FURTHER INFORMATION

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.

Job Family: Development & Administration

Duration: One year fixed term contract

Reporting to: HR Manager

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

#### **Career Level**

- Experienced [Non-Managerial]