



Irish Red Cross Society



#JOB-2468137



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



No of positions : 1



Paid Position



35 hours per week



39390.00 Euro Annually



09/09/2026



07/10/2026

How to apply

Application Method :

Not available



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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

Date posted: 9 September 2026

Title: HR Officer

Contract: Two years fixed term contract, full time

Salary: €39,390 per year

Hours: 35 hours per week

Location: 16 Merrion Square, D02 XF85 with hybrid working (3 days in the office)

Reporting to: HR Manager

Job Family: Dev & Admin

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. 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:

HR Officer supports the delivery of effective, compliant and people-focused HR services across the organisation. The role provides HR support to employees and managers across recruitment, employee lifecycle processes, HR policies and procedures, training and HR systems, acting as a first point of contact for HR-related queries.

Role Responsibilities

Coordinate recruitment processes from vacancy approval through to appointment.

Prepare and review job descriptions and job advertisements.

Coordinate candidate shortlisting.

Interview and assess candidates for job vacancies.

Support managers throughout recruitment and selection processes.

Prepare employment documentation and contracts for successful candidates.

Ensure recruitment processes are conducted consistently and in accordance with organisational procedures.

Assist with implementation and drafts of staff handbooks and policies.

Act as a first point of contact for employees and managers regarding HR policies, procedures and employment-related queries.

Provide appropriate guidance on HR processes including grievance, disciplinary procedures and escalate complex or sensitive matters where required.

Maintain confidentiality when dealing with sensitive employee matters.

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

Coordinate offboarding processes, ensuring compliance and professionalism throughout.

Ensure employee records and HR information are maintained accurately and in accordance with organisational and legal requirements.

Advise and coordinate mandatory and developmental training programmes.

Maintain and update HR information systems and employee records.

Produce HR reports and research information as required.

Prepare HR communications and information appropriate to the intended audience

Experience with HRIS (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.

Experience of dealing with sensitive information in a discreet manner.

Desirable Criteria

Level 7 QQI Certificate in Professional Human Resource Practice.

A keen interest and understanding of NFP sector

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

Career Level

- Experienced [Non-Managerial]