

## Vacancy: HR Admin



Hours of work:  
Fulltime



Dublin



Reporting to:  
Head of HR



€32,030

## About Peter McVerry Trust

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

## The Purpose for the Role:

The role of HR Administrator encompasses, recruitment, training, database management and HR file compliance. As part of the Human Resources Team, this role offers great exposure to best practice HR within a highly dynamic charitable organisation.

## Responsibilities:

The role will include but not limited to, the following key responsibilities;

- Provision of HR services to the management and staff of Peter McVerry Trust working in as part of the wider Human Resources Team;
- Support recruitment campaigns (including graduate recruitment) from screening applications through to offers of employment;
- Deliver Onboarding and Induction programmes to new hires;
- Ongoing maintenance of the HR database;
- Ensuring that HR files are compliant with current legislation and quality standards;
- Support the implementation of best practice processes

## Duties include

- Support implementation of new HR organisation systems to ensure smooth management of multi-user HR and recruitment processes
- Support the recruitment function
  - Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations; supporting an equitable and inclusive screening process.
  - Take ownership of candidate's recruitment experience
  - Processing garda vetting
  - Processing references
  - Ensuring receipt of all relevant new starter documentation
  - Record and track information where relevant
  - Interviewing candidates where needed
- Support the Department heads in coordinating the Onboarding and Induction process as directed
- Support frontline management and the Head of HR with rolling out on various training initiatives as required
- Support with ensuring overall compliance with current legislation, policies and procedures
- Ensuring HR files meet quality standards
- Updating HR databases on Salesforce, SharePoint and excel
- Managing the HR inbox and phonedlines acting as first point of contact of various HR and recruitment queries
- Draft and issue contracts for new starters and contract renewals
- Issue HR documents as required
- Notifying IT of new starters
- Assist with Payroll as directed
- General Office administration
- Other ad hoc requests to support the HR, recruitment and onboarding functions

## Person Specification

### Essential

- 1-2 year's previous HR experience, in particular in the area of recruitment
- Promoting roles;
- Interviewing;
- Reference checking;
- Job offer;
- Drafting and issuing contract;
- BA in Human Resource Management or equivalent;
- Proficient working knowledge of all aspects of human resources
- Experience of working in a dynamic team with the ability to take directions while taking initiative as appropriate
- You will have an energy and ambition to succeed and will be capable of building strong relationships both internally within the Peter McVerry Trust and with external contacts;
- You will have the ability to deal with sensitive information in a confidential manner with unquestionable integrity.
- You will also have high levels of organisation skills, a strong work ethic, attention to detail and be extremely process driven.
- Solid working knowledge of MS Office; in particular the generation of reports via excel;

### Desirable

- Previous experience of salesforce and online rostering systems;
- Previous experience of HR file compliance with legislative and quality standard compliance;
- Previous experience of working in a Social Care environment is beneficial;
- Working towards a Masters Degree in HR is desirable.

## Other Information

- **Confidentiality:** It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- **Equal Opportunities:** To implement Equal Opportunities into your daily practice at all times
- **Health and Safety:** To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

## Employee benefits

- Attractive salary: €32,030
- 21 days annual leave allowance
- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme
- Career progression opportunities

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time.

### How to apply:

To apply please download the application form or visit [pmvtrust.ie/careers](https://pmvtrust.ie/careers):  
[Application Form](#)

Completed application forms should be sent to [recruitment@pmvtrust.ie](mailto:recruitment@pmvtrust.ie) along with your CV and Cover Letter. **Closing date July 3rd**

Peter McVerry Trust is an Equal Opportunity Employer.  
Registration Number 412953 | Charity Number CHY7256