



An Cosán is currently seeking a talented **HR Administrator** to join our team. This role plays a key part in creating a more streamlined HR function. This role will be central in implementing a new HR system that will allow the organisation to efficiently provide support at each step of the employee journey. Our goal is to provide excellent assistance and support to employees and managers.

The HR Administrator will have previous experience in implementing and using HR systems. Strong organisational skills are needed to centralise all HR documentation, policies and procedures in preparation for the system implementation.

The role holder will be a champion of the new HR system and support managers and staff in its roll out. This will include training and supporting staff in accessing and navigating the system. The role will also include other general administrative HR duties associated with recruitment, learning and development and performance management.

The successful candidate will be flexible and eager to engage with stakeholders across the organization. You will have the focus and determination to drive efficiencies within the HR function while upholding best practice in representing the mission and ethos of An Cosán.

If you are passionate about creating efficient HR systems, then this role is perfect for you!

Job Title:	HR Administrator
Reports to:	Corporate Services Manager
Contract:	6-month contract – flexible hours
Location:	Tallaght, Co Dublin

## An Cosán

An Cosán (Irish for 'The Path') is Ireland's largest community education organisation. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years supports, wrap around counselling services, and empowering social enterprise development. Over the past three decades, we have supported over 18,000 people to reach new pathways to empowerment via community education. Using innovative technology to deliver virtual access to its range of learning programmes An Cosán now reaches communities across Ireland.

## Key Responsibilities

- Source, collate and centralise all HR files, policies and procedures
- Support the development and implementation of the HR system
- Support staff in using HR system
- Handle requests, feedback, and queries quickly and professionally
- Prepare job descriptions, post ads and manage the recruitment and interview process
- Ensure system updates are completed
- Support training needs analysis activities
- Create and implement effective onboarding plans
- Create templates ensuring a consistent and streamlined approach to HR administration
- Assist managers with the administration of performance management processes
- Provide administrative support on implementing policies, procedures and quality assurance recommendations
- Maintain employee records according to policy and legal requirements
- Undertake other duties as required/assigned to by line manager

## Essential skills and Core Competencies

- Strong MS Office skills
- Strong organisational and time-management abilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Strong ethics and reliability
- Good attention to detail and file management
- Flexible, with ability to work on own initiative and co-operatively.

## Experience and Knowledge

### Essential

- HR Qualification
- At least 2 years' experience as a HR administrator or other HR position
- Previous experience implementing a HR system
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of labour laws and disciplinary procedures

## Desirable

- Previous experience working for non-profit organisations
- Previous experience supporting teams across an organisation
- Knowledge of a non-governmental/community or voluntary sector
- Good knowledge of GDPR

### **Application Process:**

Please email the following documents to [jobs@ancosan.ie](mailto:jobs@ancosan.ie) with subject line clearly marked

### **HR Administrator role:**

Cover letter

Curriculum Vitae

***Salary commensurate with experience and the not-for-profit community education sector***