

HR & Operations Administrator

World Vision Ireland is part of World Vision, the largest international child-focused humanitarian and development NGO in the world. Our 34,000+ staff members worldwide, work in nearly 100 countries, where we have impacted the lives of over 200 million vulnerable children. Through World Vision, every 60 seconds a family gets water; a hungry child is fed; a family receives the tools to overcome poverty.

We are dedicated to supporting children living in some of the world's most challenging and fragile contexts. We work with children to reach their full potential by tackling the root causes of poverty and injustice, and by collaborating with families and communities to build resilience, bring about sustainable transformation and create positive shifts in mindset.

World Vision Ireland's primary objective is to support field operations in both our core long-term development programmes, and in humanitarian & emergency relief.

We achieve this by raising public, institutional, and Governmental funds; by informing and engaging the Irish public about the humanitarian issues our teams witness first-hand in the field; and by influencing Irish Governmental policy in the areas of long-term development and emergency relief.

World Vision Ireland works with people of all faiths and none.

Job Overview

As HR & Operations Administrator, you will provide proactive support directly to the CEO, HR & Governance Manager and Operations Executive assisting in the administration duties across all departments within the organisation. The HR & Operations Administrator will have the opportunity to liaise with individuals across all departments gaining a wealth of experience in the NGO sector and will be joining World Vision Ireland at a time of ambitious growth and investment.

Key Responsibilities include but are not limited to

CEO Support

- Provide PA support to CEO
- Travel and booking
- Expense tracking
- Support with PowerPoint presentations
- Ad-hoc tasks including on and off-site tasks

HR & Governance

- Ensuring the HR System is up to date. Supporting HR through Workday
- Support with the day-to-day HR operations.
- Support with various HR projects.
- Providing HR inputs for payroll.
- Support with administration of employee benefits.
- Supporting with company compliance training requirements
- Additional admin tasks as and when required.
- HR & Governance Policy support
- Board meeting support
- Governance Administration

Operations

- Managing daily post and deliveries
- Track office inventory and order supplies
- Culture – Supporting the positive workplace through assisting with birthdays and staff days
- Participate in internal meetings and communications.
- Represent World Vision Ireland at meetings and events as required.
- Support with Travel and Visa requirements for the office staff as required.
- Logging supplier invoices to finance folders.
- Tracking expenses made on company card.
- Work closely and in collaboration with the organisation's different departments and provide relevant support as required.
- Creating necessary documents in Canva: Work IDs, Posters, business cards, templates
- Work closely and in collaboration with the organisation's different departments and provide relevant support as required

Knowledge, skills and experience

- 1 years' experience in a similar role
- Previous administration experience
- Proficient in MS PowerPoint and Excel
- Strong interpersonal and communication skills
- Excellent attention to detail
- Highly organised
- Strong prioritising and decision making skills
- Fluent English speaker
- Team player
- Experience in a fast-paced organisation
- Candidate must be flexible to the changing needs of the role
- Self-motivated with the ability to multi-task and perform under tight deadlines

Contract Details

- Job Title: HR & Operations Administrator
- Reporting To: Operations Executive
- Job Location: Office based in Rathmines, Dublin 6
- Contract Type: Permanent, 6 Month's-probation
- Working hours: 22 hours (Part-time- 3 days Tuesday - Thursday)
- Salary range: €31,500 pro rata
- Start Date: February 2024
- Benefits: 4% employer pension contribution*. (Rising to 8% after 2 years' service).
- Employee Assistance Programme
- Generous Holiday Allowance.

*Employees will be entitled to the Pension following the successful completion of 6 months' probation period.

Please apply with CV & cover note to ire-jobs@worldvision.ie

Closing date: 17:00 February 11th 2024

Safeguarding

Safeguarding children and vulnerable adults is foundational to all World Vision Ireland's activities and programmes. Central to everything we do is our commitment to first do no harm to children or adult beneficiaries, to respect the rights of all beneficiaries, and to uphold the best interests of children as a primary consideration in all actions and decisions.

World Vision has specific policies on this commitment which outline the expected behaviour and the responsibility of all staff, consultants, and other affiliates. Any candidate offered a position with World Vision Ireland will be required to sign and abide by the organisation's Child & Adult Safeguarding Policy and Behaviour Protocols. All successful candidates will be subject to detailed reference checks and some roles may require police background checks.

Applicants must be authorised to work lawfully within the EU. We will not sponsor applicants for work visas.

The above job description only serves as a guide for the position available. This is not meant to be exhaustive but describes the essence of the role and responsibilities.

World Vision Ireland reserves the right to change this in accordance with the needs of the organisation.

World Vision Ireland is an equal opportunities employer.