



Depaul believes that everyone should have a place to call home and a stake in their community. Our aim is to work with those who are socially excluded and marginalised by providing a quality led service in order to produce the best possible outcomes for those accessing our services. We strive to empower our service users to make choices and decisions about the way they live their lives. We work in partnership with central and local government, housing associations and other non-governmental organisations.

Depaul is an equal opportunities employer; we offer a first class benefits package, including standard 35 hour working week, 25 days annual leave plus 10 statutory holidays, contributory pension, healthcare scheme, childcare vouchers and income protection insurance. We support all staff with regular supervision and extensive in-house training.

Depaul wishes to recruit to the following role:

Human Resources Administrator

Based in our Belfast Office

21-25 hours per week

Permanent

Salary £16,280 per annum FTE

The Role:

This is a generalist HR position where you will be involved in a diverse range of tasks, offering an excellent opportunity to grow your HR experience.

Key Tasks include:

- Provide administrative support across a number of key HR areas
- Responsible for all aspects the recruitment and induction process
- Responsible for organising and monitoring training and development
- Support HR related tasks, projects and initiatives on an ongoing basis as directed by HR Coordinator
- Assist with the compilation of reports for management
- Maintain relevant HR files in line with data protection

Skills, Knowledge and Experience:

- A minimum of 1 years' experience in an HR administrative role
- Experience of using Microsoft office software, namely Word and Excel

ACCESS NI

Successful candidates will be appointed following satisfactory Access NI and other pre-employment checks.

APPLYING

To apply for this job, please visit our website at www.depaulcharity.net and click into current vacancies.

Any issues applying for this post please contact the HR Department on 028 9064 7755 or andrew.cameron@depaulcharity.net

CLOSING DATE FOR ALL APPLICATIONS WILL BE

3rd December 2017 @ 23:59

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

Depaul reserve the right to retain a reserve pool for the same or similar short term posts for a period of 6 months.