

# Human Resource Graduate Assistant

CANDIDATE BRIEFING  
DOCUMENT



April 2023

# ORGANISATIONAL BACKGROUND

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Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society.

Foróige employs over 480 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 600 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, in rural and urban environments, and generally in partnership with various voluntary and statutory agencies.

The organisation is a registered charity and is supported by a combination of statutory, philanthropic and corporate funding. Foróige is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices.



# Foroige's Philosophy

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**Unique** Each person has unique qualities and attributes.

**Creative** Creativity applies to many aspects of life: solving problems, organizing, the arts, communicating, caring for others.

**Take responsibility** We always have a choice: in what we think, do and become.

**Interdependent with others** We develop through relations with other people. We achieve more by working together.

**Make a difference to the world** Each person has something important to contribute to making the world a better place.

**Have an influence** Reality is not fixed. It can be changed by our actions. Each person can influence what is going on. Each can influence what they become in life.

**Learn from every situation** Learning does not stop at school. It is part of everyday living. It is a lifelong process.

# GOVERNANCE

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Foroige is governed by a Voluntary Board who are responsible for the organisation achieving its strategic aims, remaining commercially viable and the overall governance of the organisation. The Board is currently chaired by Barbara Daly and is comprised of 12 members.

# FINANCIALS

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In the year ending December 2021, Foroige had a year of strong performance with total income of €29,881,163. During the same period, its total expenditure was €30,461,065.

# CONTEXT FOR APPOINTMENT

The HR team forms an integral part of Foróige by supporting its over 500 staff, managing recruitment and dealing with a range of HR functions across the organisation.

To build on its capacity, Foróige are now seeking to a HR Graduate Assistant to their team as part of the For Purpose Graduate Programme.



## THE POSITION

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<b>Title</b>	Human Resource Graduate Assistant
<b>Reporting to</b>	HR Manager
<b>Place of Work</b>	Foroige Head Office, Parkwest, Dublin 12
<b>Working Hours</b>	Full-time - 35 hours per week
<b>Duration</b>	Fixed term - 12-month graduate traineeship
<b>Salary</b>	€ 24,641

## ROLE SUMMARY

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**Foróige** are seeking to an ambitious and talented **HR Graduate Assistant** to their team as part of the For Purpose graduate programme.

The role will be based in Foróige's office in Parkwest, Dublin 12.

This is an excellent opportunity for graduates who are interested in beginning a career in HR with one of Ireland's leading national voluntary youth agencies.

## HR Services

- Track and process all forms of leave including sick leave, maternity leave and other leave applications.
- Updating all Recruitment metric records and maintaining both electronic filing systems.
- Coordinating HR audit requirements for the organisation.

## Recruitment

- Managing the recruitment administration cycle from advertising to on boarding
- Coordinate advert placements with advertising partners
- Respond to candidate enquiries in a prompt manner.
- Manage interview logistics (scheduling interview times, booking meeting rooms, preparing CVs in advance, etc.).
- On-board candidates and issue contracts



*After 6 months in the role, you will be expected to be working towards the following KPIs and priorities:*

- Developing and maintaining relationships with key internal and external candidates.
- High level of accuracy in processing high volume of confidential information.
- High level of organizational with ability to anticipate issues ahead of them arising and mitigate against them.

*This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisation's aims are achieved.*



**Best Practice in Youth Work**



**Youth Citizenship**

## PERSON PROFILE

This is an ideal opportunity for a graduate with a third-level degree in areas including HR, organisation psychology, business with a HR focus and other relevant backgrounds.

We are searching for energetic and motivated individuals to join Foróige's team and to be a part of the For Purpose programme.

The successful candidates will have the chance to make a real contribution in Foróige while developing their skills and learning throughout the course of the graduate programme in a large nonprofit organisation.

## CORE COMPETENCIES AND SKILLS

Criteria	Essential	Desirable
Third level qualification (min. level 8) in HR, organisation psychology, business with a HR focus or other relevant areas.	✓	
Excellent interpersonal skills and ability to communicate effectively	✓	
Ability to be self-motivated and work on own initiative and also as part of a team	✓	
A high level of organisation skills and the ability to prioritise workload and meet deadlines	✓	
Strong administrative/IT skills,	✓	
Excellent attention to detail	✓	
Willingness to work outside normal office hours on occasion	✓	
Demonstrate interest in beginning a career in the nonprofit sector	✓	
Experience of using Google Suite		✓



# Benefits

The successful candidate will receive:

- 29 days annual leave pro rated
- 1 company day for Good Friday
- One-to-one mentoring sessions with experienced professionals that have a background in the nonprofit sector
- Learning seminars hosted by sector leaders
- Access to a professional network
- Opportunities for career progression
- Peer networking opportunities with other graduates on the programme

# APPLICATION PROCESS



Recruitment for this role is being managed exclusively by For Purpose.

To apply, please send your Cover Letter and CV (**in Word doc format only**) to [aoife.duff@forpurpose.ie](mailto:aoife.duff@forpurpose.ie)

Closing date for applications is **Friday, 5<sup>th</sup> May 2023**.

- Email [aoife.duff@forpurpose.ie](mailto:aoife.duff@forpurpose.ie)
- Address The Academy, 42 Pearse St, Dublin, D02 YX88
- Telephone 086 775 9352
- Website <https://forpurpose.ie/>

Click [here](#) for more information on Foroige