

HR Manager - Mid West Simon Community

Limerick – Full time, Hybrid.

About the job

Join our dynamic team at the Mid West Simon Community, a long established, but fast growing, charity devoted to tackling homelessness in Ireland's Mid West region. Are you a HR wizard with integrity and a desire to give back? We want you to be part of our passionate team as our HR Manager, making our community a better place, one step at a time.

We are searching for a dedicated HR Manager who can help shape the organisation's future. If you are passionate about making a difference, possess excellent analytical and communication skills, and thrive in fast-paced environments, this may be the perfect opportunity for you. You will play an instrumental role in shaping organisation culture, including staff relations, recruitment and retention.

**Make a difference * Drive Positive Change * Create Lasting Impact*

Responsibilities

- Contribute to strategies and culture to motivate our passionate team of employees and volunteers.
- Develop and implement HR policies and procedures.
- Coordinate employee development plans and performance management.
- Assist with internal and external HR-related matters.
- Support the recruitment process by identifying candidates, conducting reference checks, and issuing contracts.
- Investigate and address any complaints or issues brought forward by our employees or stakeholders, maintaining a positive work environment.
- Administer orientations and update records for new team members.
- Manage the employee database, ensuring all information is up-to-date and accurate.
- Produce and submit reports on general HR activity, contributing to transparent operations.
- Assist with budget monitoring and payroll.
- Stay updated with the latest HR trends and best practices, ensuring we are at the forefront of HR management in non-profit sector.
- Manage GDPR and data protection concerns.

Qualifications

- A bachelor's degree or equivalent in Human Resources, or similar.
- A minimum of 2 years of experience in a similar role.
- Excellent written and verbal communication skills to liaise with team members at all levels.
- Deep understanding of labour law and employment equity regulations.
- Experience or willingness to learn HR administration within the non-profit sector, including various shift patterns.
- Excellent record keeping skills with meticulous attention to detail.
- Knowledge of HR Functions and best practices, with experience applying these in a charitable context.
- Comfortable working under pressure and meeting tight deadlines in a dynamic environment.



- Superb computer literacy including HR Management Software, MS Office, and related software.
- Strong organisational and conflict management skills, with the ability to manage grey areas.
- Strong decision making and problem-solving skills, fostering a solution-oriented work environment.

Reporting to: CEO

Salary: Commensurate with experience, including an excellent, flexible, work-life package.

To apply, please submit your CV, cover letter, and any other relevant documents to HR@mwsimon.ie by 7 April 2026.