



Galway City Partnership HR Officer

Galway City Partnership is a local and community development company that has worked since 1996 to tackle disadvantage and social exclusion, in the city through, community education and employment supports.

This role will report directly to the CEO. This is an exciting opportunity to be part of an organisation supporting communities with community development, social inclusion, employment, education and health & wellbeing initiatives.

The HR Officer is responsible for overseeing the overall HR functions of the organisation.

Key Responsibilities

- Assist in the recruitment process, including job posting, CV screening, interviews and maintaining candidate database.
- Prepare and update contracts and addendums for employees in line with their working hours ensuring all terms and conditions are applied correctly.
- Support and co-ordinate the onboarding process for new hires.
- Review, manage and maintain accurate human resource records for all staff members.
- Assist with the organisation and implementation of training and development initiatives.
- In conjunction with appropriate staff manage and maintain the HR locker software system for all employees.
- Assist with the HR element of payroll processing.

- Provide support in managing employee relations matters and addressing any issues that may arise including participating in any formal processes.
- Assist in the performance management process, including gathering feedback and maintaining records.
- Ensure HR related policies and procedures are up to date in collaboration with CEO, management and external HR consultancy advisors where required.
- Contribute to the development and implementation of HR policies and procedures.
- Update and issue Employee Handbook as appropriate in collaboration with our external HR consultancy advisors.
- Provide guidance, advice and support to the CEO and Management Team to effectively manage workplace relations.
- Promote staff development through training plans and continuing professional development (CPD).
- Promote a culture and working environment which is supporting of the organisation's purposes, aims and values.
- Provide Human Resources reports & assistance to the CEO as required
- Engage in any internal processes as required including Grievance and Disciplinary Investigations.
- Contribute to other HR -related activities as required.

Person Specification

Qualifications and Experience:

- Relevant qualification in Human Resources
- Minimum of 1 years' experience working in the area of Human Resources
- Knowledge of HR practices and employment legislation
- Excellent communication, interpersonal and organisational skills
- Ability to handle sensitive information with discretion and maintain confidentiality
- Collaborative team player with a proactive approach and strong problem-solving abilities.

Key Competencies:

- Strong organisation skills, specifically; an ability to plan and work efficiently to establish own priorities, allocate time and effort accordingly and identify and overcome possible obstacles to planned achievement.
- Strong decision-making skills
- Strong communication and interpersonal skills, specifically; an ability to communicate at all levels of organisation
- Ability to actively contribute to and enhance the working environment and positively influence the team culture
- Ability to identify and implement systems of work which promote adherence to regulatory requirements and organisational processes, policies and procedures
- Work to ensure that the work environment is positive and supportive and that all staff members operate in a way that promotes dignity and respect at all times
- Ability to demonstrate leadership in making difficult or unpopular decisions

GCP Benefits

All GCP benefits are subject to the prevailing policy and associated length of service.

- Hybrid working option after 6 months successful probationary period is possible.
- 27.5 days Annual leave increasing to 30 days in 3rd year of service
- 1 day discretionary leave for a Wellbeing Day
- Employee Assistance Programme
- Staff parking available on rotational basis

This contract is for a full time position of 35 hours per week for a fixed term to 31st December 2027 subject to the continuation of funding, a probationary period will apply. The duration of the post may be extended, dependent on funding.

The role will be based in Galway City Partnership, 3 The Plaza, Headford Road, Galway.

How to Apply

Selection will involve shortlisting of applicants for interview based on the criteria for this position as outlined above. A panel may be formed from which similar vacancies may be filled.

Please submit your Curriculum Vitae and Cover Letter by email to recruitment@gcp.ie by 4pm on the 24th September 2026.

Galway City Partnership is an equal opportunities employer.

Oifigeach Acmhainní Daonna Chomhpháirtíocht Chathair na Gaillimhe

Is comhlacht forbartha áitiúil agus pobail é Comhpháirtíocht Chathair na Gaillimhe a d'oibrigh ó 1996 chun dul i ngleic le míbhuntáiste agus eisiamh sóisialta sa chathair trí oideachas pobail agus tacaíochtaí fostaíochta.

Tuairisceoidh an ról seo go díreach don Phríomhfheidhmeannach. Is deis iontach í seo a bheith mar chuid d'eagraíocht a thacaíonn le pobail le tionscnaimh forbartha pobail, cuimsiú sóisialta, fostaíochta, oideachais agus sláinte agus folláine.

Tá an tOifigeach Acmhainní Daonna freagrach as maoirseacht a dhéanamh ar fheidhmeanna foriomlána AD na heagraíochta.

Príomhfhreagrachtaí

- Cabhrú leis an bpróiseas earcaíochta, lena n-áirítear postáil poist, scagadh CV, agallaimh agus bunachar sonraí iarrthóirí a chothabháil.
- Conarthaí agus aguisíní d'fhostaithe a ullmhú agus a nuashonrú de réir a n-uaireanta oibre ag cinntiú go gcuirtear na téarmaí agus na coinníollacha go léir i bhfeidhm i gceart.
- Tacú leis an bpróiseas onboarding d'fhostaí nua agus é a chomhordú.
- Taifid chruinne acmhainní daonna a athbhreithniú, a bhainistiú agus a chothabháil do gach ball foirne.
- Cuidiú le tionscnaimh oiliúna agus forbartha a eagrú agus a chur i bhfeidhm.
- I gcomhar leis an bhfoireann chuí, bainistiú agus cothabháil an chórais bogearraí taisceadáin AD do gach fostaí.
- Cuidiú leis an ngné AD de phróiseáil párolla.

- Tacaíocht a sholáthar i mbainistiú cúrsaí caidrimh fostaithe agus aghaidh a thabhairt ar aon saincheisteanna a d'fhéadfadh teacht chun cinn, lena n-áirítear páirt a ghlacadh in aon phróisis fhoirmiúla.
- Cuidiú leis an bpróiseas bainistíochta feidhmíochta, lena n-áirítear aiseolas a bhailiú agus taifid a choinneáil.
- A chinntiú go bhfuil beartais agus nósanna imeachta a bhaineann le hacmhainní daonna cothrom le dáta i gcomhar le POF, bainistíocht agus comhairleoirí comhairleoireachta AD seachtracha nuair is gá.
- Rannchuidiú le forbairt agus cur chun feidhme beartais agus nósanna imeachta Acmhainní Daonna.
- Lámhleabhar Fostaithe a nuashonrú agus a eisiúint de réir mar is cuí i gcomhar lenár gcomhairleoirí comhairleoireachta AD seachtracha.
- Treoir, comhairle agus tacaíocht a sholáthar don POF agus don Fhoireann Bainistíochta chun caidreamh san ionad oibre a bhainistiú go héifeachtach.
- Forbairt foirne a chur chun cinn trí phleananna oiliúna agus forbairt ghairmiúil leanúnach (FGL).
- Cultúr agus timpeallacht oibre a chur chun cinn a thacaíonn le cuspóirí, aidhmeanna agus luachanna na heagraíochta.
- Tuarascálacha agus cúnamh Acmhainní Daonna a chur ar fáil don POF de réir mar is gá
- Páirt a ghlacadh in aon phróisis inmheánacha de réir mar is gá, lena n-áirítear Imscrúduithe Gearáin agus Araíonachta.
- Rannchuidiú le gníomhaíochtaí eile a bhaineann le hacmhainní daonna de réir mar is gá.

Sonraíocht an Duine

Cáilíochtaí agus Taithí:

- Cáilíocht ábhartha in Acmhainní Daonna
- Taithí 1 bhliain ar a laghad ag obair i réimse na nAcmhainní Daonna
- Eolas ar chleachtais AD agus ar reachtaíocht fostaíochta

- Scileanna cumarsáide, idirphearsanta agus eagrúcháin den scoth
- Cumas faisnéis íogair a láimhseáil le discréd agus rúndacht a choinneáil
- Imreoir foirne comhoibríoch le cur chuige réamhghníomhach agus cumais láidre réitigh fadhbanna.

Príomhinniúlachtaí:

- Scileanna láidre eagraíochta, go sonrach; an cumas pleanáil agus oibriú go héifeachtach chun tosaíochtaí féin a bhunú, am agus iarracht a leithdháileadh dá réir agus constaicí féideartha a aithint agus a sháru ar ghnóthachtaí phleanáilte.
- Scileanna láidre cinnteoireachta
- Scileanna láidre cumarsáide agus idirphearsanta, go sonrach; cumas cumarsáide a dhéanamh ag gach leibhéal eagraíochta
- Cumas cur go gníomhach leis an timpeallacht oibre agus an timpeallacht oibre a fheabhsú agus tionchar dearfach a imirt ar chultúr na foirne
- Cumas córais oibre a shainaithint agus a chur i bhfeidhm a chuireann cloí le ceanglais rialála agus le próisis, beartais agus nósanna imeachta eagraíochtúla chun cinn
- Obair a dhéanamh chun a chinntiú go bhfuil an timpeallacht oibre dearfach agus tacúil agus go n-oibríonn gach ball foirne ar bhealach a chuireann dínit agus meas chun cinn i gcónaí
- Cumas ceannaireacht a léiriú i gcinntí deacra nó neamhchoitianta a dhéanamh

Sochair GCP

Tá gach sochar GCP faoi réir an pholasaí atá i réim agus fad seirbhíse gaolmhar.

- Is féidir rogha oibre hibrídeach tar éis tréimhse phromhaidh rathúil 6 mhí.
- 27.5 lá Saoire bhliantúil ag méadú go 30 lá sa 3ú bliain seirbhíse
- Saoire lánroghnach 1 lá do Lá Folláine
- Clár Cúnaimh d'Fhostaithe
- Páirceáil foirne ar fáil ar bhonn uainíochta

Tá an Conradh seo le haghaidh post lánaimseartha de 35 uair sa tseachtain ar feadh téarma seasta go dtí an 31 Nollaig 2027 faoi réir leanúint ar aghaidh leis an maoiniú, beidh tréimhse phromhaidh i bhfeidhm. Is féidir fad an phoist a shíneadh, ag brath ar mhaoiniú.

Beidh an ról lonnaithe i gComhpháirtíocht Chathair na Gaillimhe, 3 The Plaza, Bóthar Áth Cinn, Gaillimh.

Conas Iarratas a dhéanamh

Is éard a bheidh i gceist leis an roghnú ná gearrliosta na n-iarratasóirí le haghaidh agallaimh bunaithe ar na critéir don phost seo mar atá leagtha amach thuas. D'fhéadfaí painéal a bhunú óna bhféadfaí folúntais den chineál céanna a chomhdú.

Seol do Curriculum Vitae agus do Litir Chumhdaigh trí ríomhphost chuig recruitment@gcp.ie faoi 4pm an 24 Meán Fómhair 2026.

Is fostóir comhdheiseanna í Comhpháirtíocht Chathair na Gaillimhe.



Rialtas na hÉireann
Government of Ireland



Có-mhaoinithe ag an
Aontas Eorpach
Co-funded by the
European Union



Social Inclusion &
Community Activation
Programme



government supporting communities



Galway City Partnership
Comhpháirtíocht Chathair na Gaillimhe
a tide for change
an t-éirí ag Gaisc

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Union through the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021-2027.



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Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board



Comhairle Cathrach
na Gaillimhe
Galway City Council



TÚSLA
An Ghníomhaireacht um
Leanai agus an Teaghlach
Child and Family Agency

