



JOB DETAILS

Title:	Compliance and Legal Administrator
Duration:	12month fixed term contract
Salary:	€30,000 - €33,000 ¹
Reporting to:	Head of Compliance and Legal

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to, and bound by, the Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

Working as a key part of the Compliance and Legal (C&L) Team, the Administrator role will provide support across the C&L area as required. Primarily, this will involve supporting the HR Manager and National Safeguarding Manager with administrative duties such as updating employee records and contract renewals, preparing basic reports, and pre and post safeguarding training administration.

¹ This role is assigned to the Job Family of: Administration. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.



ROLE RESPONSIBILITIES

Human Resources

- Updating and entering employment data into the HR System (HR Locker)
- Assisting with recruitment process administration
- Coordinating logistics for new hire orientations
- Updating HR policies as directed by the HR Manager

Safeguarding

- Printing and photocopying documents for training courses to be distributed nationwide.
- Pre and post course administration (forms).
- Collaboration with safeguarding trainers to secure training dates and venues.
- Advertising training schedule.
- Managing bookings.

Organisational

- Work actively towards the achievement of the Irish Red Cross goals.
- Undertake training and development as required
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by a manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential

- Excellent organisation and administration skills
- Working knowledge of Office 365
- Good communicator
- Attention to detail



- Fluent written and spoken English

Desirable Criteria

- Qualification in HR or similar
- Experience using Moodle
- Good IT skills or able and willing to acquire new IT skills
- Experience of setting up training courses
- Experience with minute taking

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Flexible working hours, including opportunities for hybrid working.

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.

This role requires applicants to have the right to work in Ireland.

This role is a full time position based on a 35 hour working week. It may require occasional evening and weekend work.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

Your email should contain Compliance and Legal Administrator in the subject line.

Applications should be in .pdf or MS Word format, and with file names in the

following format: **<Surname>, <First name> - CV and <Surname>, <First name> -**

Cover Letter



Crois Dhearg na hÉireann
Irish Red Cross

The closing date for applications is **Monday 3rd March 2025**

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

It is intended to hold initial interviews for this role during the week of **3rd March 2025**.