Family Carers Ireland
No one should have to care alone

HR Officer

Family Carers Ireland (FCI) is the national charity supporting over 624,000 family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of services and support for family carers nationally from our local support centres, in the community and online.

Tullamore, Co. Offaly
Hybrid – 37 hours per week – full-time
€40,000 - €47,000

JOB SUMMARY

The HR Officer will work as part of the HR team to establish and maintain best practice in line with relevant policies and legislation. They will provide one-to-one support, guidance and advice to key internal stakeholders on HR matters ensuring fairness for all. The HR Officer will work with the HR Manager in the implementation of HR programmes and initiatives throughout Family Carers Ireland. The HR Officer will need to be flexible in their approach to in an ever-changing HR landscape.

ROLE CRITERIA

The successful candidate will possess the following qualifications, skills and experience:

- A Degree in HR, Business Studies, Commerce, Management or other relevant discipline is required.
- A minimum of three (3) years' experience in a similar role in a fast-paced environment is required.
- In-depth knowledge and understanding of Human Resources legislation/employment law, principles, policies, and procedures.
- Strong recruitment experience.
- Exceptional communication skills (verbal and written) and the ability to build a rapport with people.
- Strong IT and project management skills.
- Working knowledge of HR systems.
- Ability to prioritise tasks and work within a dynamic environment.
- Excellent time management and attention to detail is essential.
- A strong work ethic.
- Ability to work autonomously as well as part of a team.
- Demonstrated ability to work under pressure and make clear and quick decisions.
- Full clean driving licence with ability to travel to Family Carers Ireland's locations nationally as required.

Desirable:

- CIPD certification or working towards CIPD certification.
- An understanding of the charity sector and/ or healthcare sector.
- Experience providing HR support to a multi-location environment.
- Knowledge of HR systems.

Terms & Conditions: Permanent, full-time contract (37 hours per week across Monday to Friday). This role will be based at Family Carers Ireland, Market Square, Tullamore, Co. Offaly. The HR team currently work a hybrid model (two days in the office, typically Tuesday and Wednesday, with flexibility to work from home the other three days). Prospective candidates may contact us for a copy of the job description or details regarding the terms and conditions of the role if they wish.

Application Process: Applicants are invited to submit their up-to-date CV and cover letter demonstrating how they meet the above criteria **here** no later than **Sunday, 13th December 2026**.