



Job Title	Part Time HR Generalist – Sophia Housing
Location	Cork Street, Dublin 8 with hybrid working arrangements
About Sophia	Sophia is a national organisation that has been supporting people as they emerge from homelessness since 1997. Sophia is a niche service provider for two reasons; Firstly, it sees the provision of home of one's own as the primary response to homelessness and the intervention that Sophia is exclusively focused on. Secondly as an Approved Housing Body, its core mission is to provide homes for individuals, couples and families who not only need a home but also present with other support needs. Sophia recognises that homelessness can have a traumatic impact on people and that services need to be designed and delivered in a trauma informed way. Sophia promotes an inclusive, respectful environment for all employees and residents, with particular attention to LGBTQ+ inclusion and multicultural awareness.
Contract Type	Permanent
Reporting to	HR Manager
Hours	24 hours (3 days) per week with one day being Friday
Working with Sophia	• Minimum 15 days' annual leave • Flexible working • Employee Assistance Programme (EAP) • Employee Training & Development • Access to Sophia Pension scheme following probation
Job Purpose	To support the HR function with particular focus on talent acquisition, staff training, health and safety and employee relations. Reporting directly to the HR Manager.

Key Responsibilities	• To commit to the objectives, ethos and values of Sophia. • Manage end-to-end recruitment processes including job postings, screening, interviews, offers and contracts. • Maintain accurate HR records and systems. • Support the rollout of HR information systems. • Co-ordinate the organisational induction. • Provide accurate and efficient HR advice to staff and line managers. • Manage organisational staff training and development. • Provide support with ER incidents and procedures including disciplinarys and grievances. • Facilitate HR workshops and promote effective communication between HR and staff. • Support the HR Manager with organisational Health and Safety requirements. • Ensure Sophia HR policies and procedures are compliant with Irish employment legislation • Promote adherence to HR policies while ensuring alignment with our vision and values. • Support employee engagement and wellbeing initiatives • Ensure data integrity according to GDPR. • Support the implementation of best practice processes, constantly looking for opportunities to improve process delivery. • Promote diversity, equity, and inclusion across the organisation • Support HR projects and other tasks/projects as deemed appropriate by the HR Manager.
Person Specification	<u>Person Specification</u> Experience • 3-5 years' experience in a varied HR role. • Strong knowledge and understanding of Irish employment law. • Experience dealing with grievance/disciplinary/ER issues. • Proven ability to work autonomously, good work ethic. • Excellent written and verbal communication skills. • Confidential, discreet and diplomatic approach.

- Problem-solving mindset.
- Ability to be flexible, respond positively to change and work effectively under pressure when dealing with conflicting priorities.

Qualification

- HR/CIPD qualified

Application Process:

Please forward a Cover Letter and CV to

Recruitment@sophia.ie

The closing date for receipt of applications is

Friday, 21st August 2026

Sophia is committed to making our recruitment process accessible to all candidates. If you require any reasonable accommodations, please let us know.