

ROLE PROFILE

JOB TITLE:	HR Manager	REPORTING TO:	Director of Finance & Operations
TEAM:	Operations	DATE:	March 2026
LOCATION:	Dublin	CONTRACT TYPE:	Permanent
WEEKLY HOURS:	35 hours	SALARY:	Scale E

Principal Objectives

The role of the HR manager is to provide HR guidance and strategy to the management and employees of Front Line Defenders (FLD). We currently have nearly 90 staff globally, with over 40 based in Dublin.

The successful candidate will lead on the HR and organisational practices to ensure the continued success of FLD and the fulfilment of its ambitious strategy to ensure that FLD values and competencies are embedded in organisational policies and employee culture. Leading the HR team to guide and inform on employee relations practices, learning and development strategies and overall organisation and culture development. The HR Manager acting as partner to the wider organisation is responsible for implementing the HR Workplan and leading in delivering a People Strategy that supports the Strategic plan.

The role involves direct management of one HR Officer.

Responsibilities:

The key accountabilities and associated duties include –

1. HR Strategy and Planning

- Leading on the development and implementation of a HR strategy which aligns with and supports the delivery of the overall Strategic Plan of FLD.
- Preparing workforce plans for approval in partnership with programmatic and operational functions and operating within agreed frameworks and budgets
- Preparation of board / managerial reports when required, specifically relating to HR KPIs and metrics.
- Contributing to periodic organisational risk reporting

2. HR Operations and Administration

- Leading, managing and developing the HR function to ensure their continued success and utilisation and supporting the development and contribution to the organisation.
- Ensuring the HR team is focused on emerging best practice and can bring these insights to FLD management for consideration and identify enhancements for service provision.
- Ensuring that all HR policies and practices are compliant with legislation
- Support the provision of benefits through managing the staff health insurance policies, supporting staff in accessing pensions, promoting the well-being supports and benefit uptake throughout FLD etc.
- Support the development and implementation of an organisational DEI plan.

3. Training, Learning and Development

<ul style="list-style-type: none"> • Leading organisational development initiatives from concept through planning and implementation, drawing on experience and skills in project and change management. • Leading on developing Managerial Competencies and developing performance training to support teams and management. • Support and oversee the compulsory training programme for all staff on core organisational policies (including safeguarding, code of conduct, conflict of interest, etc). • Support managers and staff in identifying training and further development needs and in accessing appropriate high quality training to include leadership initiatives such as coaching and identifying learning needs and themes to support wider FLD objectives. <p>4. Recruitment and Induction</p> <ul style="list-style-type: none"> • Ensure that FLD attracts, recruits and retains the best candidates for all staff vacancies in an open, transparent and efficient manner • Ensure appropriate and structured inductions are undertaken for all new hires • Conduct exit interviews with staff, identifying any points for learning, follow up and adaptation as needed. <p>5. Human Resource Information Systems (HRIS)</p> <ul style="list-style-type: none"> • Leading on the continued roll-out and development of the of our HRIS modules • Preparing HR data and metrics to support business and organisational planning and to inform key decisions. • Support the Development and Finance Teams on HR related donor reporting, auditing and compliance. <p>6. Performance Management and Value Framework</p> <ul style="list-style-type: none"> • Leading on developing improvement in the FLD Performance and development culture that supports employee performance and the achievement of employee and team goals and objectives. • Acting as a trusted advisor to the management team and individual managers in relation to people policy and management, in line with our Values Framework. • Coaching of line managers in areas of under-performance to drive a towards achieving a high value performance culture. • Manage employee relations cases and advise for staff and management where issues arise to include best practice preventative measures and guidance to manage any associated risks to FLD employer brand reputation and support skills based initiatives to improve line managers understanding in their people focused approaches.

This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.

Reporting Structure:	
Directly: HR Officer	Indirectly: Executive Assistant, Operations Team
Key Relationships:	
Internal: Director of Finance and Operations Executive Leadership Team (ELT), Leadership Team (LT), and Staff	External: HR Sectoral and other associated Bodies

Person Specification

Experience

- Minimum of 7 years' experience in busy, progressive HR environment, ideally within the not-for-profit sector
- Experience of working within a global organisation
- Degree or equivalent in HRM or Business-related area. (Level 8)
- A good working knowledge across multiple HR disciplines including – Recruitment, Management Development, Organisation Development, Employee Engagement, Employee Relations, Performance Management, HRIS, Change Management
- Ability to work and influence in a progressive, open and supportive manner.
- Excellent communication, report writing, presentation and interpersonal skills.
- Ability to work effectively as part of a team in a dynamic and changing environment.

Salary

€52,962 – €72,886 per annum (12 point scale with annual increments)

Placement on the range will be commensurate with experience and qualifications

Benefits include:

26 days of annual leave, pension scheme, paid health insurance, life insurance, income protection schemes, employee assistance programme, well-being initiatives

Front Line Defenders Values:

1. Working with HRDs:

- Commitment to our Work
- Responsiveness to HRDs
- Decision Making & Problem Solving
- Exercising Good Judgement
- Listening
- Results Focussed
- Perseverance

2. Developing Myself:

- Self-Awareness
- Adapting to Change
- Proactive Learning
- Managing My Well-being

3. Working With Colleagues:

- Respect for the Individual
- Building Trust
- Collaborative Working
- Communication With Each Other

4. Leadership:

- Strategic Thinking
- Engaging With People
- Stewardship of Resources

Selection and Appointment:

- To apply, candidates need to submit a copy of their application - CV and cover letter - via the '**Apply now**' button;
- Cover letters should be addressed to Donal Maher, Director of Finance & Operations;
- Only shortlisted candidates will be invited to attend for interview;
- It is anticipated interviews will be held during **April 2026**;
- The appointment is expected to be effective from as soon as the successful candidate is available;
- **Closing date**; midnight (local Irish time) on **Monday, 13th April 2026** as per FLD vacancies page: <https://www.frontlinedefenders.org/en/recruitment-volunteering>

Front Line Defenders is an Equal Opportunities Employer