

Title of Post	People & Culture (HR) Executive
Location	National Office, Christchurch Square, Dublin city & Hybrid
Employment Type	Permanent and Full-Time (37 hours per week)
Salary	€43,090 - €60,186 Depending on Experience
Contact Person	Kim Arnold on 014530355 / kim.arnold@barnardos.ie
Closing Date	19th June 2026

People & Culture Executive

Job Description

Post:	People & Culture Executive
Location:	People & Culture department, Dublin
Responsible to:	People & Culture Team Lead
Works with:	Barnardos People & Culture (HR) Team, Finance department, Managers, staff and external agencies and stakeholders

Job Purpose

The People & Culture Executive is responsible for the effective day-to-day delivery of operational HR and payroll activities, with a particular focus on payroll preparation, validation and compliance.

The role acts as deputy to the People & Culture Team Lead, supporting operational continuity, quality assurance and the provision of guidance to HR administrative staff, while ensuring HR systems, payroll processes and administrative workflows operate accurately, consistently and in accordance with organisational and statutory requirements.

Core Job Responsibilities

- Provide guidance, advice, and support on employee /Community Employment (CE Scheme) matters.
- Support the implementation of agreed People & Culture policies and initiatives.
- Work collaboratively within the People & Culture team and across the wider organisation to ensure effective information flow and service delivery.
- Participate in People & Culture related projects, including system improvements and organisational initiatives such as diversity forums, staff wellbeing programmes, and employee groups.
- Support managers with recruitment and salary processing through the HR System/HRIS, along with payroll validation.
- Act as operational support and deputise for the People & Culture Team Leader, ensuring continuity in their absence.
- Provide support and cover to other colleagues in the People & Culture Team.
- Maintain operational oversight of Healthbox - HR information systems with end-to-end processing.
- Support in the overseeing of People & Culture workflows to ensure consistency, compliance, and accuracy.
- Support audits, inspections, and statutory reporting.
- Provide guidance and informal supervision to People & Culture administrative staff.

- Act as an escalation point for system issues, problem-solving, and testing of solutions, ensuring learning is fed back for continuous improvement.

People & Culture Executive

Person Specification

Personal Attributes

- Highly organised, proactive, and self-directed, with the ability to take ownership of workstreams.
- Teamwork required along with the ability to work in collaboration and manage relationships with internal & external stakeholders.
- Flexible and adaptable, with a solutions-oriented mindset is essential.
- Excellent communication and interpersonal skills.
- Resilient and calm under pressure, particularly during payroll cycles or peak periods.
- Ability to assist in managing in a dynamic and busy environment.
- Strong commitment to supporting a positive, inclusive People & Culture environment that reflects Barnardos' values, enhancing staff wellbeing, engagement.
- Ability to balance operational detail with broader team and organisational priorities, ensuring high quality People & Culture service delivery.

Experience

- A minimum of 3 years' directly relevant experience
- Experience working with HR systems and database(s) essential.
- Strong numerical skills are essential.
- A competent Microsoft Office Suite user
- Knowledge of employment legislation.
- IPASS training and experience desirable

Qualifications

- A qualification in Human Resources minimum level 7 or CIPD qualification
- Knowledge of employment law and its practical application for HR advice

A full clean driving licence and access to the use of suitably insured car is desirable.

Barnardos is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all.