



Human Resources Intern

Cumann Lúthchleas Gael is Ireland's leading sporting and cultural organisation with membership approaching one million people and in excess of 500,000 playing participants at all levels. Inspired by its amateur status and supported by the voluntary efforts of all its members, the GAA devotes its entire resources to the development of Gaelic Games and Culture nationally and in local communities.

Home of the GAA, Croke Park Stadium is Ireland's foremost sporting and entertainment venue. Over 1,500,000 visitors are welcomed annually to national and international events and the Croke Park campus also features Croke Park Meetings & Events and GAA Museum & Tours.

Role Profile:

An exciting opportunity now arises for a Human Resources (HR) intern to join the Association's HR Department, which provides professional HR services to all units of the Association.

The internship shall be paid and provide the successful candidate with an opportunity to develop his/her skills and gain varied, practical experience across all aspects of the HR function;

Recruitment, Training and Induction, Learning and Development, Performance Management, Contract administration, Employment Relations, Policy and Process administration and development.

Reporting directly to the Association's HR Manager, the HR intern shall be based primarily in Croke Park Stadium and shall work 35 hours per week, Monday to Friday.

Principal Responsibilities:

To assist the HR team with the following:

- Administration and ongoing development of the Association's new HR Management System for all units of the Association (Central Office, Provincial and County based staff);
- Daily administration of the Association's employment policies and procedures, and maintenance and updating of employment and personnel records and organisational charts;
- Administration and development of the Association's new starter, onboarding, induction and leaver processes;
- Administration and coordination of all stages of the Association's recruitment processes from vacancy approval, job description and advert drafting, application management, screening, shortlisting and interview stages through to outcome notification, job offer and contract drafting, reference checking and feedback stages;
- Implementation and improvement of the Association's performance management and learning and development practices and procedures;
- Provision of advice, guidance and support to managers and employees across all units of the Association on employment relations matters;
- Administration and updating of the Association's Staff Intranet;

- Ensuring best practice, legislatively compliant employment management practices and processes are implemented effectively across all units of the Association;
- Implementation and management of employee wellness and engagement initiatives and practices for central office;
- Ongoing review and updating of HR procedures, systems and processes with a view to ensuring that they are as effective and efficient as possible.

The HR intern will also have the opportunity to support and contribute to various HR projects and initiatives, which include the following:

- Review and updating of Association's Employee Handbook for central staff and roll out of appropriate updated templates for all other units of the Association;
- Development of HR guidance documentation and tools for managers across all units of the Association on various management and employee relations matters;
- Development of HR Strategic Plan.

Essential Criteria:

- Third level degree (Level 7 or above) in HR or related area;
- Excellent communication (written and verbal) skills; Demonstrably strong command of the English language;
- Strong organisational, report writing and IT skills (Word and Excel);
- Previous administration experience;
- Strong teamwork skills with a demonstrable ability to build and sustain effective work relationships;
- Ability to maintain utmost confidentiality and act with discretion as required;
- Ability to act independently on own initiative; Strong problem solving and analytical skills;
- Flexible and enthusiastic with a willingness to learn;
- Strong knowledge of HR best practice policies and procedures as well as Irish and EU employment legislation;
- Ability to perform effectively under pressure and cope with strict deadlines in a fast-paced environment.

Desirable Criteria:

- Previous experience working in a HR role;
- Knowledge and understanding of the GAA and Croke Park;
- CIPD accredited;
- Previous experience of assisting with the development of policies and procedures.

Candidates interested in the above role can apply by submitting an up to date cover letter and Curriculum Vitae by email to humanresources@gaa.ie by 3pm on Friday, 25th May 2018.

The GAA is an equal opportunities employer.