



## County Kildare LEADER Partnership

Is seeking a

### Part-time SICAP HR Administrator

**County Kildare LEADER Partnership** is the Programme Implementer for the Social Inclusion and Community Activation Programme (SICAP) in County Kildare.

We are recruiting a part-time HR Administration Worker to assist the Administration team with the Human Resources function. The Worker will contribute to the HR operations and help to ensure a smooth process for staffing requirements.

The successful candidate will have relevant experience in a HR capacity in a small to medium-sized company. A relevant 3<sup>rd</sup> level qualification would be desirable but is not essential.

The successful candidate will have excellent communication and interpersonal skills, very good IT and organisational skills and an ability to work on their own initiative. A good understanding of the recruitment process for a similar organisation is desirable.

This is a fixed-term contract for 15 hours per week to 31/12/2025, and remuneration will depend on experience.

A full job description and person specification is available at [www.countykildarelp.ie](http://www.countykildarelp.ie) or by email to [violet@countykildarelp.ie](mailto:violet@countykildarelp.ie).

Application by cover letter and C.V. should be submitted to [violet@countykildarelp.ie](mailto:violet@countykildarelp.ie)

***County Kildare LEADER Partnership is an Equal Opportunities Employer***

**Closing date for receipt of applications:** Tuesday 6<sup>th</sup> May 2025 at 3pm.

Interviews will be held week beginning, Monday 12<sup>th</sup> May 2025.



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development and the European Union through the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.

Tá an Clár um Chuimsiú Sóisialta agus Gníomhachtú Pobail (SICAP) cómhaoinithe ag Rialtas na hÉireann, tríd an Roinn Forbartha Tuaithe agus Pobail, agus ag an Aontas Eorpach trí Chiste Sóisialta na hEorpa Plus faoin gClár Fostaíochta, Cuimsiú, Scileanna agus Oiliúna (EIST) 2021 2027.