

## Role Title: HR Assistant Internship

The Ana Liffey Drug Project are seeking applications for a Human Resources Assistant Intern to help with HR administration in our dynamic and growing organisation.

### Person Specification:

#### Essential

- Candidate must hold a third level qualification in Business Admin, HR, Marketing or related discipline
- Excellent verbal and written communication skills
- Interest in employment legislation and HR best practice
- Competent in using MS Office suite

### Overview of role:

This role involves working within the busy administration team to support the Business Manager in delivering on HR practices, project work, communications and administration. This role will give someone an insight into the many demands of running a busy administration department in a dynamic charity within best practice policies and procedures.

### Overview of the work of Ana Liffey Drug Project:

The Ana Liffey Drug Project is a "Low Threshold - Harm Reduction" service. The project works with people, experiencing addiction, to minimise the harm that problematic drug use causes them, their families and the wider community. We run services ranging from open access drop-in centres to needle and syringe programmes and outreach in Dublin North Inner City, Midlands Region and the North East Region.

The Progression Routes Initiative is another part of Ana Liffey which connects national policy to frontline service delivery in drug and alcohol services, promoting best practice through pilot initiatives and the provision of practical organisational supports.

We also run the website [drugs.ie](http://drugs.ie) which is an independent website managed by The Ana Liffey Drug Project and funded by the Health Service Executive.

For more information please check out the following websites;

[www.aldp.ie](http://www.aldp.ie)

[www.progressionroutes.ie](http://www.progressionroutes.ie)

[www.drugs.ie](http://www.drugs.ie)

### Experience on offer:

The intern will gain practical experience in human resources administration, health and safety, communications and the day-to-day running of a busy administration department in a dynamic charity.

The intern will receive formal/informal training in the following; HR policies and procedures including staff handbook updating, time and attendance administration, filing and personnel data management.

On completion the intern will have attained skills in general HR policies and procedures, best practice in HR matters and employment legislation, health and safety requirements and general admin.

**How to apply:**

Apply for the internship by emailing your CV and a covering letter saying why you are interested in this role to [jessica.hayden@aldp.ie](mailto:jessica.hayden@aldp.ie)

***Please ensure you state in the subject line of your email the internship for which you are applying.***