



# Mental Health Reform

Promoting Improved Mental Health Services

## Programme Officer

### JOB DESCRIPTION

**Position:** Programme Officer

**Hours:** Full -time (37 hours per week)

**Start date:** ASAP

**Duration:** Temporary contract until the 31 December 2021

**Reports to:** Senior Officer

**Salary range:** 32K-36K per annum, based on qualifications/experience.

**Location:** Coleraine House, Coleraine Street, Dublin 7.

[Due to the current COVID-19 pandemic, and subject to Government restrictions, the successful candidate may also be required to work remotely.]

#### 1. About Mental Health Reform:

Mental Health Reform (MHR) is the national coalition driving reform of Ireland's mental health services and supports. Our vision is of an Ireland where everyone can access the support that they need in their community to achieve their best possible mental health. With more than 75 member organisations and thousands of individual supporters, MHR provides a coordinated voice to Government, its agencies, the Oireachtas and the general public on mental health issues.

#### 2. Context for this recruitment:

Mental Health Reform is committed to supporting and demonstrating innovation in the way that mental health supports are provided. Over the last number of years MHR has been the Irish partner in the e-Mental Health Innovation and Transnational Implementation Platform North West Europe (eMEN project), an EU-funded eMental Health project aiming to improve mental health in Europe through increased use of eMental Health interventions. Events in 2020 have seen a spotlight be shone on online/digital mental health service approaches with many organisations rapidly moving to the remote provision of services and supports for services users and their families/carers.

In 2021, through a number of projects MHR will implement a series of specific support projects around eMental health. MHRs innovation strand will focus online/digital mental health service approaches, capturing the impacts of COVID-19 on the sector and how organisations have adapted to the fast changing context. Furthermore, the programme will support organisations to adapt and respond to new and emerging need in effective and sustainable ways. Looking at how organisations have had to change since COVID-19 emerged, what challenges they experience and what

supports can help with these, and how they can plan for the 'new normal' after the COVID-19 restrictions

### **3. Overview of the Position:**

The Programme Officer will support the MHR team in delivering our projects in this area. Core aspects of the role will include assisting the project manager in the overall running of the projects as well as delivering on particular elements of the projects as required. The latter will include research activities, engagement/communication with the broad range of community and voluntary sector mental health organisations.

Main responsibilities:

Activities will be decided in conjunction with the MHR project team on the basis of the needs of the organisation and the experience and competencies of the candidate but are likely to include:

#### **i. Programme support and coordination**

- Support the development and implementation of the objectives of MHR's innovation portfolio
- Establish, maintain, and develop strong working relationships with relevant project stakeholders
- Supports communication and dissemination activities through drafting of online content, including social media, in collaboration with MHR's communication team
- Carrying out other administrative duties as required
- Representing MHR externally when requested

#### **ii. Research and evaluation support**

- Organisation of research-based events, such as consultations, focus groups, meetings and seminars. (Given the current climate it is possible that most of it will be held online)
- Analysis of qualitative data and drafting of research reports
- Monitoring evidence and latest developments in relation to e-mental health and MHR's innovation programme and providing briefings when required

#### **iii. Organisation responsibilities:**

- Working within the framework of the overall objectives and the policies and practices of the MHR

- Contributing to the promotion of equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of work Updating MHR's contacts database
- Participating in Mental Health Reform's performance management system and engaging in supervision sessions on a regular basis with manager
- Supervising interns or volunteers as required
- Participating in relevant training and development courses as agreed
- Undertaking such other duties as might be reasonably assigned from time to time in consultation your manager
- Being vigilant to any Health, Safety and Welfare risks in the workplace and bringing any concerns to the attention of the Director or Health & Safety Representative

**Skills, knowledge and experience required:**

- A third-level post graduate qualification in a social science or related discipline or equivalent experience in an applied field
- Quantitative and qualitative research experience
- Project officer experience (project management or support role)
- Report writing
- Experience in and familiarity with Community and Voluntary sector in Ireland
- Fluent speaker and writer of English
- Excellent written and verbal communication skills
- Excellent organisational skills including an ability to work to deadlines
- Keen interest in the area of mental health
- Skill in Microsoft Office, specifically Word, PowerPoint and Excel, online video platform (to organise and facilitate meeting online)
- Ability to work as part of a team
- Flexibility

**Desirable:**

- Familiarity with mental health/eMental health issues in Ireland
- Familiarity with voluntary sector mental health services and supports
- Experience producing written work of publishable standard
- Experience organising events

The occasional evening and/or weekend work may apply. Time in lieu will apply for any 'out of hours' work built up.

**Application process:**

To apply for the above post, please send your letter of application and up to date CV via email to [info@mentalhealthreform.ie](mailto:info@mentalhealthreform.ie)  
Any enquiries about the post should be emailed to this address also.

**Applications will be reviewed as received and the process will close once a suitable candidate is identified.**

**Mental Health Reform is an Equal Opportunities Employer.**