

**Research Officer based in Dun Laoghaire, Co. Dublin**

**Specified Purpose Contract – 18 Months Fixed Term Contract (29.6 hours per week) at Grade IV, Point 7 (€38,489 Pro Rata, on 2020 HSE Pay Scale)**

**PLEASE QUOTE REFERENCE NUMBER 2021-032 WITH YOUR APPLICATION. EMAIL ONLY PLEASE.**

Mental Health Ireland is a long-established mental health charity and a leader in mental health promotion and in supporting recovery. We recently recruited a Director of Policy and Research to drive Mental Health Ireland work in shaping and influencing public policy in mental health, wellbeing & recovery. In order to build on our work in this area Mental Health Ireland is now recruiting a research officer.

The Successful Candidate will**:**

* Support Director of Policy and Research in achieving agreed organisational priorities in research, evaluation and policy.
* Work with a range of stakeholders with a particular focus on coproduction and working with people with lived experience and family members/supporters.
* Conduct literature searches using a variety of methods and with a particular focus on grey literature.
* Compile a variety of materials into a searchable resource or database to enable knowledge sharing within Mental Health Ireland and across other organisations.
* Create accessible summaries of knowledge and evidence drawn from a variety of sources.
* Develop a system to monitor and evaluate the MHI strategy and impact.
* Work with the Director of Policy and Research to conduct and commission research and evaluation in areas of work relevant to MHI.
* Provide advice, support and training to Mental Health Ireland staff and volunteers on matters relating to research and evaluation.
* Professionally conduct the tasks around organising meetings such as contacting participants, taking minutes and other administrative tasks

This position is a 18 month fixed term contract, the post based will be based in Mental Health Ireland Head Office. Please forward a CV and covering letter of application to [recruitment@mentalhealthireland.ie](mailto:recruitment@mentalhealthireland.ie)

**Interviews will be held on week begining 10th January 2022. Shortlisting will apply.**

**Closing date for applications is Monday, 13th December at 4pm 2021. Applications received outside this time with not be considered.**