



PPI Project Officer

Specified Purpose Contract – 12 Months Full Time (37 hours per week) at Grade IV

Job Specification, Terms & Conditions

Please quote reference No 2022-013 when applying for this position

To apply for this position please submit a cover letter setting out your reasons for applying for the position along with your Curriculum Vitae to recruitment@mentalhealthireland.ie

Mental Health Ireland (MHI) is Ireland's longest established national mental health charity and a leader in mental health promotion and in supporting recovery. The inclusion of people with lived experience in their own mental health recovery and in the design and delivery of mental health services is a central value of MHI. Mental health was one of the areas which pioneered the concept of including people with lived experience in all aspects of research, moving beyond participating as research subjects to the co-design, oversight and conduct of research. This is called public and person/patient involvement or PPI. MHI is partnering with the Mental Health Engagement and Recovery Division (MHER) of the Health Service Executive (HSE) in the development of Person and Public Involvement (PPI) in mental health and other research nationally. We wish to recruit a Project Officer to support us in this work.

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| Job Title | PPI Project Officer |
| Closing Date | Thursday 19 th May 2022 at 12 midday Applications received after this time will not be considered. |
| Proposed Interview Date (s) | Interviews will be held week commencing 30 th May 2022 |
| Tenure | Specified Purpose Contract for 12-month fixed term contract position subject to funding and completion of a probationary period. Flexibility is required regarding hours as occasional weekend and evening work may be necessary. Travel and out of office work will also be a feature of the role. |
| Working Week | This post is for 37 hour per week and will include out of hours working. |
| Location of Post | Head Office, Dun Laoghaire, Co. Dublin. This will include hybrid working. |
| Employer | Mental Health Ireland |
| Informal Enquiries | Fiona Keogh – fiona@mentalhealthireland.ie |
| Purpose of Post | To develop a Person and Public Involvement (PPI) capacity nationally through awareness raising, training and building a national network of PPI contributors who are people with lived experience / family members / supporters. |

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| <p>Eligibility criteria and qualifications</p> | <p>The successful candidate will:</p> <ul style="list-style-type: none"> • Raise awareness of the role of PPI – what it is and what it can contribute to the research process in mental health research and other research involving people with lived experience; • Co-produce and co-deliver training for people with lived experience / family members / supporters to become involved in PPI at all levels: from one-off consultation and engagements to becoming peer researchers; • Support the development of PPI ‘ambassadors’ • Identify and deliver training for service providers and researchers in what PPI is and how to engage effectively; • Develop local networks of PPI contributors; • Work with academic partners to create higher level training opportunities for peer researchers; • Develop supportive governance structures and policies to ensure the work of this project is embedded and of high quality. |
| <p>Skills, competencies and/or knowledge</p> | <ul style="list-style-type: none"> • Experience in coproduction and PPI; • Excellent facilitation skills; • Excellent administration skills; • Strong experience in the development and delivery of training and mentoring; • Strong interpersonal skills with the ability to develop and maintain constructive relationships with people with lived experience, family members/supporters and other key partners and stakeholders; • Strong organisational and planning skills; • Strong team working skills as well as ability to work on own initiative; • A high degree of professionalism. |
| <p>Essential qualifications, skills and experience</p> | <ul style="list-style-type: none"> • Minimum of 2 years-experience in a similar PPI / research position; • Third Level Qualification (or equivalent) in mental health and social policy, social science research, evaluation, public policy analysis or other relevant discipline; • Experience in coproduction, PPI facilitation or similar; • Experience in building and supporting networks; • Experience in the development and delivery of training and mentoring; • Excellent analytical written and verbal communication, presentation and ICT skills; • Excellent organisational skills including a proven ability to work individually and as a member of a dynamic team; • Project management experience; • Knowledge of the Irish mental health system and academic landscape; • Commitment to the vision, mission and values of Mental Health Ireland. <p>Lived experience of a mental health challenge as an individual or family member/supporter, is welcome.</p> |

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| | <p>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned from time to time and to contribute to the development of the post while in office.</p> |
| Other requirements | <ul style="list-style-type: none"> • Garda clearance. • Satisfactory references. • Flexible working hours incl. out of hours. |
| Competition specific selection process | <p>Short listing will be carried out on the basis of information supplied in your curriculum vitae.</p> <p>The criteria for short listing is based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and knowledge section of this job specification.</p> |
| Remuneration | <p>In line with HSE Grade IV, Salary Pay Scale 2020.</p> <p>This is a 12-month fixed term contract position subject to funding and completion of a probationary period.</p> <p>Flexibility is required regarding hours as occasional weekend and evening work may be necessary. Travel and out of office work will also be a feature of the role.</p> |
| Annual leave | 26 days. |
| Probation | 6-month probationary period. |
| Short Listing | Applicants will be shortlisted for interview based on the information supplied on their CV and letter of application at the closing date. |