

## Thrive Action Research Officer

**Specified Purpose Contract for 2 years – full-time, at Grade IV, Point 4 (€33,508)**

### Job Specification and Terms and Conditions

**Please quote reference No 2023-005 when applying for this position and include the Position Title in your letter of application**

**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](mailto:recruitment@mentalhealthireland.ie)**

Mental Health Ireland is a national voluntary organisation with a dynamic team and a network of Mental Health Associations active throughout the country. Mental Health Ireland aims to promote mental health, wellbeing & recovery using a process called coproduction to ensure that the voices of the end user are heard at all stages of programme development.

Mental Health Ireland invites applicants for this position of Thrive Action Research Officer in the area covered by Fingal County Council.

<b>Job Title</b>	Thrive Action Research Officer (Fingal, Co. Dublin)
<b>Post Available</b>	<p>The Thrive Action Research Officer will be based primarily in Fingal, Co. Dublin and will be required periodically to attend regional Mental Health Ireland meetings. The position is based on a 5-day week (37 hours), exclusive of lunch hours, with flexible working hours including regular evening work and occasional weekend working.</p> <p>The salary for this post is analogous with Grade IV, HSE the salary scale for which starts at €33,508 (HSE Oct 2020). This post is being offered on the basis of a two-year, fixed term, fixed purpose contract of employment.</p> <p>Annual Leave 26 days per annum</p>
<b>Closing Date</b>	Thursday 16 <sup>th</sup> February 2023 at 5pm. Applications received outside this time will not be considered.
<b>Proposed Interview</b>	Interviews will be held week commencing 27 <sup>th</sup> February 2022
<b>Location Base</b>	We welcome a blended approach to working in the role of Thrive Action Research Officer. Based between Fingal, County Dublin and remote working. Requirement to attend regional meetings periodically as well as Mental Health Ireland Head Office (Dun Laoghaire, Co. Dublin). The position is based on a 5-day week (37 hours), exclusive of lunch hours, with flexible working hours including regular evening work and occasional weekend working.
<b>Employer</b>	Mental Health Ireland
<b>Reporting Relationship</b>	Mental Health Promotion Manager, Mental Health Ireland. Day to Day support and guidance will be provided by the Mental Health Ireland Thrive Lead

<b>Informal Enquiries</b>	Informal enquires can be made to: Jo Donohoe, Email: jo@mentalhealthireland.ie
<b>Position Summary</b>	<p>Mental Health Ireland wishes to recruit a Thrive Action Research Officer to further strengthen, develop and expand Thrive in Fingal, capturing and documenting the achievements of Thrive Fingal and developing the evidence base for Thrive in Ireland.</p> <p><b>Thrive</b> Thrive is an international movement which is built on the premise that good mental health can only be achieved through broadly based activities which seeks to embrace and protect the mental health of a whole community. Thrive is a participation -led movement that aims to create an emphasis on wellbeing and mental health in all communities throughout the city. The objective is to create a happy and healthy habitat for all citizens, an environment that could be conducive to positive mental health and a programme which reflects the character and identity of the community.</p> <p>The Thrive Action Research Officer will report to the Mental Health Promotion Manager, work alongside the Thrive lead in Fingal and closely with the Thrive Coproduction Group, Fingal County Council, and other relevant organisations in the area. The role involves flexible working hours which will necessitate some attendance at out of hours meetings/events related to the duties of a Development Officer. The applicant must have the necessary experience and capacity for lone working and to work on their own initiative as well as part of a team.</p>
<b>Person Specification</b>	<p>The successful candidate will have a passion for mental health and research/evaluation, experience in planning and innovation with specific skill areas including facilitation, mental health promotion, project initiation, project management skills, development, implementation, and population health. This an exciting opportunity for the right person to be part of an international movement in Ireland.</p> <p><u>The successful candidate will be required to have:</u></p> <ul style="list-style-type: none"> <li>• A minimum of 2 years' experience working in mental health, research, the mental health promotion field, or community development.</li> <li>• A third level qualification (<i>minimum Level 8</i>) in Health, Mental Health promotion, Community Development, Research, or related social care field.</li> <li>• An understanding of the concept of mental health and its relationship to population health, wellbeing, and sustainable development.</li> <li>• Experience of project initiation, planning, implementation and evaluation across the full arc and life cycle.</li> <li>• Must be able to work independently and effectively with a variety of people at all levels both with internal and external stakeholders.</li> <li>• Proven experience of using evidence informed methodology.</li> <li>• Proven experience of facilitation and group work.</li> <li>• Strong presentation skills in both content creation and delivery.</li> <li>• Ability to work on multiple tasks and to strict deadlines.</li> <li>• Ability to be agile in their approach to work.</li> <li>• Knowledge of the health and social policy context in which Mental Health Ireland operates (<i>e.g., Sharing the Vision, Healthy Ireland, National Recovery Framework, National Outdoor Recreational Strategy, Connecting for Life &amp; SlainteCare</i>).</li> <li>• Knowledge and experience of research and evaluation.</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to represent Mental Health Ireland across a diverse range of audiences and to build effective relationships with Fingal County Council, the Mental Health Ireland team, voluntary organisation, community groups and cross-sectoral stakeholders and the Thrive Coproduction Group</li> <li>• The candidate will be expected to set KPIs in line with their workplan and track their progress against the Mental Health Ireland strategy.</li> <li>• Excellent interpersonal and communications skills.</li> <li>• Proven ability to work using a coproduction process which includes the voice of lived experience, statutory, voluntary and community partners.</li> <li>• Ability to engage successfully with marginalised, disadvantaged or difficult to reach cohorts within our community.</li> <li>• Proven ability to develop new collaborative partnerships by working in co-production with local Volunteers, NGOs, Sports organisations and community-based partners.</li> <li>• Track record of working successfully across sectors to mobilise good will, and deliver innovative, bespoke programmes and projects with diverse project partners.</li> <li>• Excellent ICT, web and social media skills.</li> <li>• A high level of motivation, experience and capacity for working on one's own initiative as well as part of a team.</li> </ul>
<p><b>The following experience is a distinct advantage</b></p>	<ul style="list-style-type: none"> <li>• Experiencing of volunteering and of working with an established network of volunteers.</li> <li>• Experience of working in mental health promotion and/or voluntary sectors.</li> <li>• Knowledge and experience with strength-based community projects</li> </ul>
<p><b>Main Responsibilities</b></p>	<p><u>The Thrive Action Research Development Officer will:</u></p> <ul style="list-style-type: none"> <li>• Work closely with the Thrive Fingal Lead to: <ul style="list-style-type: none"> <li>✓ Coordinate the delivery, and evaluation of the Thrive Balbriggan Action Plan.</li> <li>✓ Identify new opportunities to develop Thrive into other communities within Fingal</li> <li>✓ Identify the needs of the population through collecting relevant data using a variety of methodologies – primarily through action research</li> <li>✓ Manage the day-to-day running of Thrive in Fingal with the support of the Thrive Fingal Lead.</li> <li>✓ Monitor agreed programme budgets in accordance with Mental Health Ireland policies/ procedures and provide written budget reports.</li> <li>✓ Increase awareness of the benefits Thrive at local and national level.</li> <li>✓ Support the growth, development and increased participation numbers in Thrive in Fingal</li> <li>✓ Increase awareness of the benefits of Thrive at local and national level.</li> <li>✓ Develop a workplan, scope, timelines and budget for Thrive</li> </ul> </li> <li>• Report and present project findings</li> <li>• Engage with and grow the capacity of stakeholders and Thrive participants</li> <li>• Build positive working relationships with Fingal County Council and other key partners and stakeholders.</li> <li>• Seek additional funding to ensure the sustainability of the programme into the future.</li> <li>• Provide administrative support and written reports, and work on other tasks which may be required.</li> </ul>

<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Appropriate references.</li> <li>• Garda Vetting Clearance.</li> <li>• The successful candidate is required to have their own car and a clean driving licence.</li> </ul>
<b>Competition specific selection process</b>	<p>Short listing will be carried out on the basis of information supplied in your curriculum vitae and letter of application at the closing date.</p> <p>The criterion for short listing is based on the requirements of the post as outlined in the Eligibility criteria and qualifications, and Person Specification section of this job specification.</p>
<b>Tenure</b>	This is a 24 Month Fixed Term Contract Position subject to funding and completion of a probationary period (5-day a week, 37 hours per week)
<b>Probation</b>	6-month probationary period
<b>Remuneration</b>	The salary for this post is analogous in line with HSE Grade IV, Point 4 (€33,508, on Oct 2020 HSE Pay Scale)
<b>Annual leave</b>	26 days

**Please ensure to include the relevant Job Reference Number 2023-005 in your letter of application**