

Operations Manager

Wexford Mental Health Association

Job Specification and Terms and Conditions

Please Quote 2023-019 when applying for the 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

Job Title	Operations Manager WMHA
Posts Available	1 Post
Closing Date	5 th June 2023
Proposed Interview Date(s)	Week commencing 16 th June 2023
Location	Wexford Mental Health Association Recovery & Wellbeing hub, (Enniscorthy, Co. Wexford.)
Employer	Mental Health Ireland on behalf of Wexford Mental Health Association
Reporting Relationship	Board of Management, Wexford Mental Health Association
For Informal inquiries	Please contact Annette Wall email address, WMHAchairperson@mentalhealthireland.ie
Purpose of Post	<p>Wexford Mental Health Association is a voluntary organisation, registered as a limited company with charity status that works to promote positive mental health and wellbeing to all individuals and communities and supports existing mental health services in Co Wexford.</p> <p>For further information, please visit our website: wexfordmentalhealthassociation.ie</p> <p>The work that we do is supported by Mental Health Ireland who will act as the employer and facilitate a working HR relationship with the successful candidate.</p>
The Role	<p>The position of an Operations Manager for the Wexford Mental Health Association Recovery and Wellbeing Hub is a key resource to support the developing structure and continued partnership journey towards the establishment of a Recovery and Wellbeing Hub in Wexford.</p> <p>Following a considerable period of evaluation and informed by the extensive external consultancy on the proposed model of the service facilitated by Anne Eustace, Organisational Psychologist as part of the Service Reform Fund. The HSE Local Mental Health Service Management and the Board of Directors WMHA are concluded in their shared vision of the concept of operationalising the model of a community facing Recovery and Wellbeing Hub.</p> <p>The core functions of the Recovery and Wellbeing Hub will be to:</p> <ul style="list-style-type: none"> • Ensure that they continue their mission to be needs led in the promotion and enhancement of mental health and wellbeing in

	<p>Wexford County. Striving to ensure that mental health is valued and supported as an essential part of everyone's health.</p> <ul style="list-style-type: none"> • Coordinate the existing successful partnership recovery orientated programmes undertaken by WMHA on behalf of the HSE and Wexford County Council. These programmes specifically actively support individuals in recovery from mental health challenges in Wexford County by creating and enhancing the variety of evidence based therapeutic activities that individuals can choose to avail of. • Coordinate the continued expansion of the WMHA collaborative community orientated programmes that promote positive mental health, recovery, and that are evidenced based. • Support WMHA to continually strive towards a high standard of governance and strive to a high quality of service delivery. • Build the organisational capacity and sustainability of the Recovery and Wellbeing Hub, within WMHA as an organisation. • Support WMHA to continue to work effectively to embed co-production with an increasingly wider network of stakeholders to address the wider determinants of health inequality as they pertain to the mental health and wellbeing of the citizens of Wexford. <p>As a leading member of Wexford Mental Health Association, the Operations Manager will work closely with the board of Management, staff, and stakeholders by leading on: Service Delivery, Day to Day management of the centre, which will include facilities, ICT and administration, Garda Vetting and other compliance Governance, Engagement and Sustainability which will include promotion of the service during a time of growth, as well as budget management.</p> <p>The successful candidate should ideally have strong management and leadership skills with experience in office administration, service planning, working with Board Members, policy development and implementation, event management and accounts experience</p>
<p>Key Areas of Work</p>	<p><i>Service Delivery</i></p> <ul style="list-style-type: none"> • Manage and run the Wexford Mental Health Association office bases in the national work of the MHI network by participating in working groups, attending national meetings and promoting national projects, as appropriate. • Line Management of 5 staff members • Oversee the delivery of Mental Health promoting activities, including educational activities to relevant local organisations. • Participate in the strategic development of Wexford Mental Health Association and the development of the Recovery and Wellbeing Hub Model in conjunction with the Wexford Mental Health Association Board of Directors. • Deliver the Garda Vetting service to affiliates, in line with current national legislation. <p>Promotion of Wexford Mental Health Association</p> <ul style="list-style-type: none"> • Identify local stakeholders • Build and maintain positive relationships with stakeholders • Work to increase Wexford Mental Health Association activity and promote and develop best practices in the work of Wexford Mental Health Association • Co-ordinate with local media to highlight the activities of Wexford Mental Health Association

	<ul style="list-style-type: none"> • Utilize social media to highlight the work of Wexford Mental Health Association and the benefits of its programme as to potential participants • Represent Wexford Mental Health Association at various fora, networks and meetings, as agreed with the Board of Directors • Take part in national PR opportunities and campaigns as they arise, e.g. World Mental Health week <p>Finance\Reporting</p> <ul style="list-style-type: none"> • Identify and access resources (financial, human and material) required to further the aims of Wexford Mental Health Association • Develop income streams to Wexford Mental Health Association from various sources, including statutory, earned income (training courses, garda vetting etc) and sponsorship • Maintain accurate and up to date financial records and report monthly to the treasurer • Implement Wexford Mental Health Association's financial procedures and review them on a regular basis • Prepare an annual report each year and regular progress reports as required • Assist the finance sub- committee of Wexford Mental Health Association to maintain accurate records and report monthly to the treasurer <p>Management of Wexford Mental Health Association Centre set up and development</p> <ul style="list-style-type: none"> • Report to Wexford Mental Health Association Board and its sub-committees monthly • Develop, deliver, monitor and evaluate the progress of Wexford Mental Health Association's annual work plans • Ensure Wexford Mental Health Association policy and procedure documents are adequate, are being implemented and are regularly reviewed in line with the code of governance • Lead, motivate and support the staff and volunteers • Conduct regular support and supervision meetings with individual staff members • Co-Produce Strategic plans for the organisation and oversee implementation of priority objectives <p>Other</p> <ul style="list-style-type: none"> • Be responsible for running Wexford Mental Health Association offices (maintaining stationery supplies, suitability of equipment etc) • Provide reporting, administrative and secretarial support to the Board as required • Participate in the strategic development of Wexford Mental Health Association • Such other duties, which do not change the nature of the post, as may be determined by the Board
Person Specification	<p>Essential Skills:</p> <ul style="list-style-type: none"> • A minimum of 3 years' Management \ Project management experience in a similar or related field, which includes paid staff management experience • Experience in planning and managing budgets • Experience in developing and implementing strategic plans\work plans

	<ul style="list-style-type: none"> • Ability to work with a wide range of individuals and organisations, including the ability to assess their needs clearly and work with them to achieve those goals • Excellent communication skills, both written and verbal • Ability to inform, motivate and support individuals and organisations • Excellent general administration skills and computer skills, including 365, Word, Excel, PowerPoint and database packages • Develop cloud sharing ICT management for staff and board use. • A full, clean driving licence and access to a car for work purposes • Self-Motivated and able to work autonomously and as part of a team. • Knowledge of current best practices in volunteer management • Awareness of equal opportunities • Knowledge of the community and voluntary sector in Co Wexford • Knowledge of the voluntary and statutory sectors • Ability to establish connections and harness relationships with partner organisations • Excellent Organisational Skills • Excellent Inter-personal skills • Experience in compliance, and legal obligations including but not limited to, Garda Vetting, Charities Code and GDPR compliance. <p>Desirable Skills \Experience</p> <ul style="list-style-type: none"> • A relevant third level qualification • Interest in Mental Health and Recovery. • Ability to work from home with good internet connection • Experience in volunteering • Event management experience
Other Requirements	<p>Mental Health Ireland is an equal opportunities employer</p> <p>The successful candidate will have access to the following benefits:</p> <ul style="list-style-type: none"> • Mental Health Ireland Pension Scheme, (after 1 year service) • Employee Assistance Programme, • Training and Development within the role. • Garda Vetting is a requirement for this role, • 2 satisfactory references will also be requested. <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>
Tenure	This is a fixed term 24-month contract. Extension of which is subject to funding.
Remuneration	€32,284.72 per annum part time working 29.6 hours (In line with HSE Grade V Point 1, Oct 2020 pay scale) (<i>Pro-Rata of HSE Consolidated pay scales 2020 €43,628</i>).
Benefits	<ul style="list-style-type: none"> • Employee Assistance Programme. • Bike to Work Scheme. • Good Friday is a Privilege Day (Day off) • Defined Contribution Pension Scheme. • Incremental Pay Scale in place.

Working Week	The hours of work for this post will amount to 29.6 hrs over a 4-day period (Mon-Fri). Please note that there may be a requirement for some out of normal hours working from time to time in order to meet the needs of the service. Time off in lieu applies in such circumstances
Annual leave	The annual leave entitlement for this role is 28 days per annum (calendar year) based on a 37 hour week. As the post is on a part time basis working 29.6 hours per week, annual leave entitlement is therefore 22.4 days per annum, which will be pro-rated for 2022 based on the start date
Probation	6-month probationary period
Competition specific selection process	<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 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>