

**National Development Manager
Specified Purpose Contract – 36 months.**

Job Specification and Terms and Conditions

Please Quote 2024-010 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	National Development Manager
Posts Available	1 Full Time position – 37hrs per week. Specified Purpose of 36 months.
Closing Date	Closing date for receipt of applications is 12 noon on 15 th March 2024. Applications received outside this time will not be considered.
Proposed Interview Date (s)	Interviews will be held week commencing 20 th March 2024.
Reporting Relationship	The post holder will report directly to the CEO.
Organisational Area	Mental Health Ireland, Clarence Street, Dun Laoghaire, Co. Dublin
Location of Post	Hybrid/Head Office.
Informal Enquiries	Please contact Dr. Lisa Cuthbert (CEO), via Mental Health Ireland HQ (01) 284 1186.
Organisation description	<p>Mental Health Ireland (MHI) is a national voluntary organisation promoting 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, delivery and evaluation. Our network of volunteer-led Mental Health Associations (MHAs) active throughout the country is supported by a dynamic staff team including Development Officers.</p> <p>Our National Head Office is based in Dun Laoghaire, with 110 staff members distributed throughout Ireland. Our work in promoting mental health and wellbeing and supporting people in recovery from significant mental health challenges, is funded by the HSE and supported through public donations.</p> <p>Mental Health Ireland is a values-driven, person-centred organisation acting at both national and local levels. We are the national driver of mental health promotion and recovery awareness and education. We achieve this through evidence-based information provision, resources, campaigns, training, events, bursaries and our support of Recovery Education Services. We are led by the values of recovery, hope, empowerment and self-determination. We ensure that lived experience is a central informant of our work. We believe that everyone has the right to access the supports of our choosing when and where we need them and the right to be supported in recovery to live healthy and meaningful lives.</p>
Purpose of the Post	The role of the National Development Manager is to work with the CEO to ensure that Mental Health Ireland is addressing the needs of people who wish to access programmes, training, information, resources etc. in the areas of mental health promotion, mental health recovery, training and education on a national basis.

<p>Principal Duties and Responsibilities</p>	<p><u>Leadership</u></p> <ul style="list-style-type: none"> • To provide consistent and effective line management to a national team of Development Officers who represent the work of Mental Health Ireland in their different regions. • To ensure that the work of the organisation is visible and clearly communicated, nationally and locally. • To work collaboratively with Mental Health Associations nationally to ensure that there is a consistent presence focused on mental health, mental health promotion and recovery regionally and locally. • To lead on the Regional Networks to be established by Mental Health Ireland • To act as one of two Designated Liaison Persons for the organisation. • To work with Development Officers and Operations, Compliance and Governance Manager on establishing a needs assessment framework re regional capacity for new Mental Health Associations, where appropriate. • To oversee the expansion of all relevant new and existing programmes in collaboration with the relevant Manager(s) in the EMT • To lead the development and implementation of an effective management system that will improve responsibility and accountability throughout the organisation. • To take a lead role with the EMT in the performance management process to optimise organisational performance. • To lead in the development and implementation of Annual Operational Plans for the organisation in line with Mental Health Ireland Strategic objectives. • Assist the CEO in external engagement for Mental Health Ireland including media as relevant to the organisation and as requested by the CEO, both nationally and regionally. <p><u>Operational Excellence and Managing and Delivery of Results/Performance</u></p> <ul style="list-style-type: none"> • Developing and ensuring that each region is working on an agreed plan and an agreed set of relevant performance indicators. • Ensuring that Mental Health Ireland is best positioned locally and nationally to be seen as strategic leaders in the sector. • Embedding best practice, by ensuring our programmes deliver the right information and resources in the right place, at the right time for people who need them most. • Being future focused by working with the CEO and EMT in building Mental Health Ireland's sustainability and reputation by maintaining, extending and expanding our programmes and resources. • Ensuring strong co-production is used in the design and development of all programmes. <p><u>Organisation Change and Development</u></p> <ul style="list-style-type: none"> • To ensure the development and implementation of the Mental Health Ireland Strategic Plans. • To promote a positive culture within Mental Health Ireland in line with the organisational values • To be a proactive voice for change in the organisation and to be proactive in the development of connections, internally and externally to further develop the work of the organisation. <p><u>Working with and through others – Influencing to Achieve</u></p> <ul style="list-style-type: none"> • To successfully build and sustain relationships internally and externally. • To use a strengths-based approach in their work
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	<ul style="list-style-type: none"> To inform and influence policy in the areas of mental health promotion and recovery. <p><u>Interpersonal & Communication Skills</u></p> <ul style="list-style-type: none"> To demonstrate excellent oral and written communication skills To demonstrate sound strategic and operational judgment To act as a spokesperson for the organisation in line with Mental Health Ireland's Communications Plan. To act for and represent the Chief Executive Officer in matters pertaining to his/her/their area of responsibility as directed by him/her/them. Any other duties as designated by the CEO. <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 to him/her from time to time and to contribute to the development of the post while in office.</p>
Person Specification	<ul style="list-style-type: none"> Hold a professional qualification (third level) in Health Management/Community Development/Mental Health Promotion or a related discipline and/or management related discipline. Experience of working in a leadership role in the not-for-profit sector Have a minimum 4 years' experience at senior management level in the delivery of community development/programmes/mental health promotion/social care or health services in a comparable size organisation to the remit of this role. A proven track record in operational management and excellence in delivering programmes. A proven track record in strategic planning and effective implementation of organisational wide change, and sustained improvement. A proven track record in the strategic management of programmes Proven ability to manage people/teams. Proven track record of leading an operational service delivery area with a focus on operational performance, results and an experience in performance systems and Client Relationship Management systems.
Required Competencies	<p><u>Essential</u></p> <p><u>Professional Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of the governance code and the standards that Mental Health Ireland have to meet as a Charity. Awareness of co-production and best practice in the areas of mental health promotion and recovery Demonstrate the ability to plan, develop and ensure the achievement of short, medium- and long-term priorities/ goals in line with the organisation's annual and strategic plans. Demonstrate track record of strategic thinking and planning with proven outcomes. Proven ability to form strategic alliances, partnerships, and relationships with all stakeholders. Proven track record in verbal, written and communication skills. <p><u>Managing and Delivering Results</u></p> <ul style="list-style-type: none"> Proven track record of achievement in strategic and operational management in a relevant area.

	<ul style="list-style-type: none"> • Have proven ability of managing people and resources at both a strategic and operational level, to ensure that objectives can be met within budget and specified timeframes, and to a high standard. • Excellent influencing and negotiation skills, and proven ability to adapt techniques in the context of external stakeholders. <p><u>Critical Analysis and Decision Making</u></p> <ul style="list-style-type: none"> • Proven record in problem solving, analytical and decision-making skills. • Ability to analyse/manage the impact of external factors on the strategic objectives of the organisation and as is relevant to the organisation - demonstrating prioritisation skills at a strategic level. <p><u>Leadership, Direction and Teamwork</u></p> <ul style="list-style-type: none"> • Remains fully informed in a dynamic and challenging environment • Balances change with continuity – continually strives to improve programmes to create a work environment that encourages creative thinking and maintains focus • Proven ability to lead a team and agility and influencing skills to lead change and new strategic directions. • Competent in recognising the strengths and weaknesses and areas for growth within the team skillset. • Committed to working co-operatively with and influencing senior management colleagues to drive forward the change/transformation agenda. • Demonstrates the ability to work independently as well as collaboratively with a wider multi-agency team in a complex and changing environment. • Sets high standards for the team and puts their work and the work of the organisation into meaningful context in terms of the wider policy and external working environment. <p>As this is a national role, it is essential that the chosen candidate has a full, clean driving licence and access to a car that is fully insured and meets all the standards required to drive legally in Ireland.</p> <p>The hours will be managed flexibly to reflect the voluntary nature of the Mental Health Associations where meetings will happen in the evenings and weekends from time to time.</p> <p><u>Desirable:</u></p> <p><u>Professional Knowledge</u></p> <ul style="list-style-type: none"> • Experience in mental health, mental health promotion and programme delivery. • Knowledge of the policy environment of mental health in Ireland, • Knowledge of the principles of recovery, • Knowledge of community development approaches and adult education processes <p><u>Managing and Delivering Results</u></p> <ul style="list-style-type: none"> • Have a clear emphasis on operational performance, results and an understanding of the performance systems needed in this area. <p><u>Critical Analysis and Decision Making</u></p> <ul style="list-style-type: none"> • Stays abreast of political and social events at national and international level in the mental health arena to ensure that decisions made are sensitive to the current climate.
Annual Leave	32 days

Salary	<p>The salary for this post is analogous with HSE 2020 Salary Scale plus 8%, in line with October 2023 WRC Agreement on Section 39 Pay.</p> <p>In line with HSE Grade VIII, Point 1 €69,676 (plus the 8%).</p> <p>The Salary for the post will be €75,250 (inclusive 8%)</p>
Probation	6 months
Contract Length	36 Month Specified Purpose Contract.
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.
Other requirements specific to the post	<ul style="list-style-type: none"> • Garda clearance. • Appropriate references. • Full driving licence and access to own transport required.
Short Listing	<p>Applicants will be short listed for interview based on the information supplied on their CV and letter of application at the closing date.</p> <p>Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/or knowledge section of this job specification.</p>