



**Recovery Education Facilitator**  
**National Forensic Mental Health Service**

**Job Specification and Terms and Condition**

**Please Quote 2024-012 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](mailto:recruitment@mentalhealthireland.ie)

<b>Job Title</b>	Recovery Education Facilitator
<b>Posts Available</b>	1 Part Time position – Specified Purpose Contract, working 18.5hrs per week.
<b>Closing Date</b>	Monday, 22 <sup>nd</sup> April 2024 at 12 midday (applications received outside of this time will not be considered)
<b>Proposed Interview Date(s)</b>	Week commencing 7 <sup>th</sup> May 2024.
<b>Location</b>	Evolve Recovery College, National Forensic Mental Health Service (NFMHS), Portrane campus.
<b>Employer</b>	Mental Health Ireland
<b>Organizational Area</b>	National Forensic Mental Health Services
<b>Reporting Relationship</b>	Reporting relationship with Mental Health Ireland from an employment contract perspective. Working relationships with the NFMHS in terms of supervision and operational management. Reporting directly to the Recovery Co-ordinator.
<b>Informal Enquiries</b>	Emily Jones – emily.jones@hse.ie.
<b>Details of Service</b>	<p>NFMHS is a national tertiary mental health service and an integral part of the Health Service Executive’s (HSE) Mental Health Division. The NFMHS is the only forensic mental health service for the population of Ireland. It works with local mental health services and prisons in every part of the country. Psychosocial treatment programmes are provided in accordance with a specialised model of care in order to optimise recovery.</p> <p>The NFMHS is working towards implementing the principles outlined in the HSE National Framework for Recovery Mental Health (2018-2020), Sharing the Vision and Mental Health Ireland’s Strategy– Mental Health for All – Hope, Strength &amp; Action (2022- 2024) Priority Area 1, Objective 1.</p> <p>This role will promote co-development, co-production and co-delivery of education programmes that are designed to enhance the health and well-being of all stakeholders. These programmes will typically be delivered in Evolve Recovery College within the NFMHS. Integral to the service is the development and delivery of educational material that enables a range of service users, family members, and staff to avail of an educational approach to recovery.</p>
<b>Purpose of Post</b>	The NFMHS is committed to the development and delivery of a comprehensive prospectus of Recovery Education to be delivered throughout the NFMHS. This role is an integral part of achieving this goal.

	<p>The Recovery Education Facilitator will support the development and delivery of recovery education in the NFMHS.</p> <ul style="list-style-type: none"> <li>• To co-facilitate the delivery of a wide range of recovery education programmes.</li> <li>• To participate in the co-production of recovery education programmes.</li> <li>• To plan and coordinate the co-production and co-delivery of recovery education to specific groups or in specific locations.</li> <li>• To work under the direction of the Recovery Co-ordinator and Peer Educator.</li> <li>• To participate as an Expert by Experience in Recovery Education initiatives.</li> </ul>
<p><b>Eligibility criteria and qualifications</b></p>	<p><u>Essential:</u> The successful candidate must demonstrate:</p> <ul style="list-style-type: none"> <li>• Commitment to recovery informed by having, either their own lived experience of mental health challenges or family member mental health experience.</li> <li>• Strong and demonstrable experience of group facilitation or similar engagement processes with service users and family members as relevant to this role.</li> <li>• Excellent IT and Administration Skills</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Lived experience from a personal or family member perspective or knowledge of Forensic Mental Health Service.</li> <li>• Experience of active involvement in mental health recovery education.</li> <li>• Appropriate facilitation/co-facilitation qualifications or equivalent (for example: WRAP, Recovery Principles &amp; Practices, Recovery Education modules)</li> <li>• QQI Level 6 Training, Delivery and Evaluation Skills or equivalent.</li> </ul> <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> <li>• Appropriate references.</li> <li>• Garda Vetting Clearance</li> <li>• Access to transport and ability to travel as required.</li> <li>• Willingness to train in specific programmes as relevant to the post for example, Recovery Principles &amp; Practices Workshops (1&amp;2), WRAP, Recovery Education modules, and ensure fidelity to Recovery Education principles.</li> </ul>
<p><b>Skills, competencies and/or knowledge</b></p>	<p><u>Relevant knowledge</u></p> <ul style="list-style-type: none"> <li>• A clear understanding of recovery in mental health.</li> <li>• An understanding of the role of education in mental health recovery.</li> <li>• Demonstrate an understanding of approaches to adult education and training.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Ability to work co-operatively as part of a team.</li> <li>• Administration and ICT skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Capacity to work on own initiative and seek support as required.</li> <li>• Problem-solving and adaptability skills.</li> <li>• Experience of training design and producing resource materials.</li> <li>• Experience of delivery of training.</li> <li>• Ability to use lived experience in delivery of education.</li> </ul> <p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> <li>• Experience of planning and organising (events, people, resources etc.)</li> <li>• Time management skills.</li> <li>• Commitment to provision of a quality service including knowledge of evaluation techniques, working to standards, and commitment to professional development.</li> <li>• Ability to strategise, prioritise and schedule activities to ensure achievement of project objectives in the short and long term.</li> </ul> <p><u>Communication and Interpersonal skills</u></p> <ul style="list-style-type: none"> <li>• Demonstrate excellent interpersonal and communication skills.</li> <li>• Effective presentation and facilitation skills in a variety of settings and using varied techniques suitable to the audience.</li> <li>• The ability to interact in a professional manner with other staff and key stakeholders.</li> <li>• Confidence and competence in public speaking</li> <li>• Demonstrate experience in adult learning and group facilitation.</li> </ul>
<p><b>Principal Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To co-produce and co-facilitate the delivery of recovery education programmes.</li> <li>• To participate in and collaborate on the co-production and co-delivery of recovery education modules, material and training.</li> <li>• To collaborate with others in the planning and arranging of recovery education programme delivery.</li> <li>• To maintain, monitor and store relevant information on participants in line with current legislation.</li> <li>• To provide feedback and information to the HSE on all recovery education activity and outcomes as required.</li> <li>• To support the collection of relevant recovery education data at a local level.</li> <li>• Work in accordance with best practice in recovery principles as outlined in ‘A Framework for Recovery in Mental Health 2018 – 2020’.</li> <li>• Support the empowerment of service users and family members/supporters through their participation in Recovery Education.</li> <li>• To work in accordance with all policy, procedures and statutory requirements of the HSE and Mental Health Ireland.</li> <li>• To participate on and input into Service Improvement committees and initiatives as an Expert by Experience locally and nationally on occasion and as agreed.</li> </ul> <p><b>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.</b></p>

<b>Tenure</b>	24 months Specified Purpose Contract.
<b>Remuneration</b>	<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 III Clerical Officer, Point three €26,615 (plus the 8%).</p> <p>The Salary for the post will be €28,744 (inclusive 8%) pro rata.</p>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Employee Assistance Programme.</li> <li>• Bike to Work Scheme.</li> <li>• Good Friday is a Privilege Day (Day off)</li> <li>• Defined Contribution Pension Scheme.</li> <li>• Incremental Pay Scale in place.</li> </ul>
<b>Annual leave</b>	24 days pro rata
<b>Working Week</b>	18.5 hours (Full time equivalent is 37 hours)
<b>Probation</b>	6-month probationary period
<b>Short Listing</b>	<p><b>Applicants will be short listed for interview based on the information supplied on their CV and letter of application at the closing date.</b></p> <p><b>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.</b></p>