



Thrive Fingal Project Officer - (HQ,)

Job Specification and Terms and Conditions

Please Quote 2025-003 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	Thrive Fingal Project Officer
Posts Available	1 Part Time Post
Closing Date	Closing date for receipt of applications is 5pm 20 th March 2025. Applications received outside this time will not be considered.
Proposed Interview Date (s)	Interviews will be held the week of 31 st March 2025.
Reporting Relationship	The post holder will report directly to the Jo Donohoe, National Development Manager for Programmes
Organisational Area/ Employer	Mental Health Ireland
Location of Post	This is a Hybrid role involving remote working, time in the Fingal area and a minimum of 1 day per week at the Mental Health Ireland Head Office.
Informal Enquiries	Please contact Jo Donohoe, National Development Manager for Programmes jo@mentalhealthireland.ie
Details of Service/ Purpose of Pose	<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 118 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>
Position Summary	Mental Health Ireland wishes to recruit a Thrive Fingal Project Officer for Fingal to further strengthen, develop and expand Thrive in Fingal. This part-time position involves growing and developing the capacity of volunteers, supporting the development of project, events and initiatives, documenting the work and support the expansion of Thrive across Fingal.

	<p>Thrive is a community-led movement aimed at creating happier and healthier communities by conducting projects and events promoting mental health and well-being. Thrive was introduced to Ireland in Fingal by Mental Health Ireland in 2021 to promote mental health, wellbeing, and recovery. Currently, Thrive Fingal is in its fourth year of existence and is actively involved in a variety of activities. Their members come from different personal and professional backgrounds and are committed to working together for the benefit of their community.</p> <p>The Thrive Fingal Project Officer will report to the National Development Manager for programmes, work alongside the Thrive lead in Fingal and closely with the Thrive Steering Group, 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. 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>
<p>The Person</p>	<p>The successful candidate will have a passion for mental health and community development, 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"> • A minimum of 2 years' experience working in mental health promotion or community development. • A relevant 3rd Level Qualification in Health, Mental Health promotion, Community Development, or related social care field. • Have a strategic approach to mental health and community development • An understanding of mental health and its relationship to population health, wellbeing, and sustainable development. • Experience of project initiation, planning, implementation and evaluation across the full arc and life cycle. • Strong ability to document, record and reflect on the tasks within the role • Proven experience of facilitation and group work. • Strong presentation skills in both content creation and delivery. • Ability to work on multiple tasks and to strict deadlines. • Ability to be agile in their approach to work. • 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 & SlainteCare</i>). • Knowledge and experience of research and evaluation. • The ability to represent Mental Health Ireland across a diverse range of audiences and to build effective relationships with key stakeholders, the Mental Health Ireland team, voluntary organisation, community groups and cross-sectoral stakeholders and the Thrive Coproduction Group • Excellent interpersonal and communications skills. • Proven ability to work using a coproduction process which includes the voice of lived experience, statutory, voluntary and community partners. • Ability to engage successfully with marginalised, disadvantaged or difficult to reach cohorts within our community.

	<ul style="list-style-type: none"> Track record of working successfully across sectors to mobilise good will, and deliver innovative, bespoke programmes and projects with diverse project partners. Excellent ICT, web and social media skills. A high level of motivation, experience and capacity for working on one's own initiative as well as part of a team. <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>
The following experience is a distinct advantage.	<ul style="list-style-type: none"> Experiencing of volunteering and of working with an established network of volunteers. Experience of working in mental health promotion and/or voluntary sectors. Knowledge and experience with strength-based community projects
Main Responsibilities	<p>The Thrive Fingal Project Officer for Fingal will:</p> <ul style="list-style-type: none"> Work closely with the Thrive Fingal Lead to: <ul style="list-style-type: none"> Support the day-to-day running of Thrive in Fingal Identify new opportunities to develop Thrive into other communities within Fingal Support the growth, development and increase participation in Thrive in Fingal Identify the needs of the population through collecting relevant data using a variety of methodologies Monitor agreed programme budgets in accordance with Mental Health Ireland policies/ procedures and provide written budget reports. Develop a workplan, scope, timelines and budget for Thrive Coordinate the delivery, and evaluation of the Thrive Fingal Action Plan Support the development of initiatives in the area with volunteers and partners organisation. Write Reports and presentations on project findings for a variety of audiences project findings Build positive working relationships with key partners and stakeholders. Seek additional funding to ensure the sustainability of the programme into the future. Provide administrative support and written reports, and work on other tasks which may be required. The candidate will be expected to meet KPIs in line with their workplan and track their progress against the Mental Health Ireland and Fingal strategy.
Annual Leave	26 days (per year) pro-rata.
Working Week	18.5 hours per week over 2.5 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 IV, Point 4 (plus the 8%) per annum.</p> <p>The Full time Salary for the post is €36,189.00 (inclusive 8%) per annum.</p>

	Working Part Time (18.5 hours per week over 2.5 Days) the salary is €18,094.00 (inclusive the 8%) per annum.
Probation	6 months
Contract Length	12 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. • Company Sick Benefit.
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>