



Assistant Coordinator

Galway Solace Café

Job Specification and Terms and Conditions

Job Specification

Please quote Reference No 2025-002 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

Job Title	Assistant Coordinator
Posts Available	Part -time, on 12 months Specified Purpose Contract, working 22 hours per week. The Solace Café will be operating four evenings per week, Thursday – Sunday, 5:30 pm to 11.30 pm.
Closing Date	Closing date for receipt of applications is on Monday 3 rd March 2025. Applications received outside this time will not be considered.
Proposed Interview Date(s)	Interviews will be held week commencing 10 th March 2025
Location	Galway Solace Café
Employer	Mental Health Ireland
Organizational Area	Galway City Centre.
Reporting Relationship	The post holder will report directly to the Solace Café Service Coordinators
Informal Enquiries	Romy Garcia contact details are romy@mentalhealthireland.ie
Purpose of Post	<p>Details of the Service:</p> <p>Community Healthcare West is partnering with Mental Health Ireland to continue the development of the Community Café service. This development is guided by the National Framework for Recovery in Mental Health (2018-2020), Sharing the Vision 2020 -2025 and are in line with Mental Health Ireland’s strategy– Mental Health for All – Hope, Strength & Action (2022- 2024).</p> <p>Galway Solace Café provides out-of-hours mental health peer support for adults in a café style/non-clinical safe environment through, peer-led support, crisis intervention and recovery-based supports and services. The café service supports individuals and their family members/carers experiencing mental health distress to draw on their strengths, resilience, and coping mechanisms to manage their mental health and wellbeing. Attendees can access coping strategies, one to one peer support, psychosocial and recovery supports provided by paid core staff, assisted by a team of appropriately trained peer connectors, working on a pro-rata basis. Those who attend will be signposted to relevant mental health and wellbeing services and community supports as required.</p> <p>The Assistant Coordinator will support The Galway Solace Café Service Coordinators with the training and support of peer connectors and the onsite operational functions of the Café.</p> <p>The Assistant Coordinator will ensure the provision of quality peer support and contribute to the delivery a signposting support for customers of the Café and will work alongside peer support staff to ensure service delivery is of the highest quality.</p>

<p>Eligibility criteria and qualifications</p>	<p>Essential: The successful candidate must have by the closing date for receipt of applications for this post: Professional Qualifications, Experience etc.</p> <p>Possess minimum QQI Level 7 and above in a relevant discipline, Peer Support, Mental Health Nursing, Psychology, Psychotherapy, Social Work, Social Care, Occupational Therapy, Coaching Work</p> <p>And (a) Have a minimum experience of two years in a community, healthcare, or related field.</p> <p>And (b) Have experience of supporting people in a 1:1 or group capacity (c) Experience of building relationships across a variety of organisations. (d) An in-depth understanding of the role of peer support</p> <p>Other Requirements</p> <ul style="list-style-type: none"> • Appropriate references. • Garda clearance
<p>Skills, competencies and/or knowledge</p>	<p>Communication & Interpersonal Skills</p> <ul style="list-style-type: none"> • Demonstrate effective interpersonal skills. • Demonstrate effective written and verbal communication skills; including the ability to present information in a clear and concise manner. • Demonstrate ability to form peer relationships with service users and family members. • Demonstrate the ability to interact in a professional manner with other Mental Health staff and other key stakeholders. <p>Leadership & Teamwork</p> <ul style="list-style-type: none"> • Demonstrate teamwork skills including the ability to work as part of a team environment. • Demonstrate a capacity to operate successfully in a challenging operational environment while adhering to quality standards. • Demonstrate motivation and an innovative approach to the job within a changing working environment. • Demonstrate flexibility, adaptability and initiative skills including the ability to adapt to change. <p>Commitment to Providing a Quality Service</p> <ul style="list-style-type: none"> • Demonstrate a client/user focus in the delivery of services. • Demonstrate a core belief in and passion for the sustainable delivery of high-quality user focused services. • Demonstrate a commitment to recovery focused community development principles and practices. • Demonstrate commitment to continuing professional development. <p>Relevant Knowledge</p> <ul style="list-style-type: none"> • Demonstrate insight and understanding of the recovery process and what that may entail for individuals. • Demonstrate knowledge of recovery as a process and how to support others to develop their own recovery story. • Demonstrate knowledge and understanding of the importance of self-care and associated techniques, from a recovery perspective. • Demonstrate knowledge of Service User Safety including learning from mistakes as well as developing a culture of safety, monitoring and assurance.

	<ul style="list-style-type: none"> • Demonstrate some knowledge of current best practice in mental health recovery and social inclusion. • Demonstrate an understanding of the peer support role. <p>Skills</p> <ul style="list-style-type: none"> • Demonstrate basic IT skills needed to support café work (e-mail, Microsoft Office, etc.). • Have a working knowledge of online platforms – MS Teams, Zoo • Capacity to work on own initiative and seek support as required. • Problem-solving and adaptability skills. <p>Planning and Organising</p> <ul style="list-style-type: none"> • Experience of planning and organising (events, people, resources etc.) • Time management skills. • Commitment to provision of a quality service including knowledge of evaluation techniques, working to standards, and commitment to professional development.
<p>Principal Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Contribute to the ongoing development of the service in keeping with good practice and Model of Care objectives. • Assist in the administration and day-to-day operation of the service. • Support the Cafe Service Coordinators in the delivery of a quality service ensuring professional standards are maintained in accordance with professional, national, and local requirements. • Work within current legislation and policies, procedures, guidelines, and protocols as laid down by the employer. • Work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. • Foster recovery promoting relationships with those who use the service. • Demonstrate sound recovery working practices and manage boundaries and use judgement when confronted with risk or complexity. • Assist individuals to identify their needs strengths, personal interests and goals. • Facilitate solution focused/ person centred conversations, new ways of communicating and problem solving. • Provide opportunities for individuals to direct their own recovery based on the recovery processes of connectedness, hope, identity, meaning and empowerment • Treat café customers and their families with dignity and respect, always promoting a culture of unconditional positive regard • Contribute to the promotion, creation, and maintenance of a welcoming, safe, caring, stable environment. • Work constructively and in a positive manner within the team to deliver services, which are safe, progressive, individualised, and meet the needs of those using the service. • Promote the rights and responsibilities of each café customer. Promote physical, emotional, social, cultural, ethnic, and spiritual welfare of each café customer. • Actively participate in crisis management. • Manage the adherence to the café code of conduct procedures to ensure a safe environment for both staff and service users. Develop and maintain a signposting database of community supports in the area • Participate in team meetings and report to the Service Coordinators on matters affecting the delivery of service. • Provide cover for Service Coordinators’ leave. • Any other duties as deemed necessary by the Solace Café Operations Manager including administrative work, promotion of the Solace Café in the local area,

	<p>developing external care pathways, service improvements, and supporting Aware with its other services.</p> <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>
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>
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.
Contract Length	12 Months Specified Purpose Contract.
Remuneration	<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 8, €40,579 (plus the 8%) per annum.</p> <p>The salary for this post working 22 hours per week, will be €26,058 per annum, on a part time basis.</p> <p>The salary for the position has been set at a level that incorporates an allowance for unsociable or out of hours working.</p>
Annual leave	26 days pro-rated
Probation	6 months probationary period