



# **Development Officer, North Dublin, Kildare & West Wicklow**

## **Job Specification and Terms and Conditions**

**Please Quote Ref No: 2025-004 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>	Development Officer
<b>Posts Available</b>	1 Full Time Post
<b>Closing Date</b>	Friday 25 <sup>th</sup> April 2025 at 12pm. Applications received outside this time will not be accepted.
<b>Proposed Interview Date</b>	Interviews will take place in week commencing 5 <sup>th</sup> May 2025
<b>Tenure</b>	Specified Purpose Contract for 24 months.
<b>Working Week</b>	37 hours per week
<b>Location of Post</b>	The Development Officer will be based at a location that will best serve the location to which they are assigned. This location will be agreed with Mental Health Ireland Head Office. The person will be required periodically to attend regional meetings.
<b>Details of Service</b>	Mental Health Ireland is a national voluntary organisation working with Mental Health Associations active across the Republic of Ireland. Founded in 1966, our focus has been on promoting Positive Mental Health and Wellbeing and Living Life Well for people with lived experience of mental health challenges. Mental Health Ireland is the longest established mental health charity in Ireland and throughout our history we and the Mental Health Associations have played a central role in reshaping how the public understand mental health issues. In our strategic plan we describe the next steps we will take to advance greater public understanding, empathy and support for people with lived experience of mental health challenges.
<b>Reporting Relationship</b>	National Development Manager (Community)
<b>Informal Enquiries</b>	National Development Manager, Mr Conor Geoghegan <a href="mailto:conorg@mentalhealthireland.ie">conorg@mentalhealthireland.ie</a>
<b>Position Summary</b>	<p>Working as part of the national team of Development Officers, the Development Officer for this position will work a five-day week covering the geographical locations of North Dublin, Kildare and West Wicklow. The essential role of the Development Officer is to deliver on the core objectives of Mental Health Ireland's Strategy. This will include supporting the establishment, operation and development of the network of local Mental Health Associations, the coproduction and delivery of Mental Health Promotion projects, Recovery education / recovery orientated Initiatives and delivery of training to community and corporate organisations and members of the public. The Development Officer will represent Mental Health Ireland in North Dublin, Kildare &amp; West Wicklow in collaboration with the HSE and other related stakeholders in the community both statutory and voluntary with the objective of working to improve the mental health and wellbeing of the population.</p> <p>The Development Officer will report to the National Development Manager (Community) and work closely with both the national office team and the Development Officer team to coproduce projects, campaigns and communication and to share expertise and unique local</p>

	<p>initiatives. The role demands flexible working hours which will necessitate some attendance at out of hours meetings/events related to the duties of a Development Officer.</p> <p>The applicant must have the necessary experience and capacity for lone working and to work on their own initiative. Members of the Development Officer team are also required to lead on National Projects and Programmes from time to time.</p>
<b>The Person</b>	<p>The successful candidate will have a minimum of 5 years' experience working in a relevant mental health and related community/voluntary sector.</p> <p><u>You will be required to have:</u></p> <ul style="list-style-type: none"> <li>• Proven experience in mental health and mental health promotion.</li> <li>• A recognised third level qualification in health and/or social care or equivalent.</li> <li>• A demonstrable understanding and knowledge of mental health promotion underpinned by recovery principles.</li> <li>• A proven track record of working in a team environment.</li> <li>• Experience of promoting and sharing knowledge and skills that can benefit an organisation as a whole.</li> <li>• Promoting an open knowledge-sharing environment that builds knowledge, skills and service for the benefit of the organisation as a whole.</li> <li>• Experience of volunteering and working with volunteers.</li> <li>• Proven experience coproducing and delivering training and group facilitation.</li> <li>• Commitment to the mission values &amp; strategy of Mental Health Ireland.</li> <li>• Knowledge of the health and social policy context in which Mental Health Ireland operates.</li> <li>• Knowledge of how mental health services are delivered by the HSE and other providers.</li> <li>• The ability to represent Mental Health Ireland across a diverse range of audiences and to build effective relationships with Mental Health Associations, HSE, service user groups, community/ voluntary organisations, cross sectoral stakeholders and the media.</li> <li>• Demonstratable exceptional communication, networking and interpersonal skills, both verbal and written.</li> <li>• Strong analytical skills with an ability to access information accurately, quickly and to strategically implement.</li> <li>• Excellent organisational and ICT skills (Information Communication Technology).</li> <li>• A high level of motivation, experience and capacity for lone working and working on one's own initiative.</li> <li>• To have their own car, a clean driving licence and indemnify Mental Health Ireland on their Insurance policy in line with revenue requirements.</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 to him/her from time to time and to contribute to the development of the post while in office.</b></p>
<b>The following experience is a distinct advantage</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working in the mental health and voluntary sectors</li> <li>• Evidence of co-production and delivery of Mental Health Promotion / Recovery orientated training programmes and workshops</li> <li>• Familiarity with the importance of adhering to the principles of good governance.</li> </ul>
<b>Main Responsibilities</b>	<p><b>1. Support the Development of Mental Health Associations.</b></p> <p><u>The Development Officer will:</u></p>

- Support Mental Health Associations and enhance the work of Mental Health Associations in their area reflecting the mission statement of Mental Health Ireland and working to strategic objectives as approved by the Board of Directors.
- Identify local needs to establish new Mental Health Associations / community groups in their area of responsibility in line with Mental Health Ireland framework.
- Be a resource to the Mental Health Associations with the emphasis on facilitating local volunteer involvement in the delivery of agreed work and objectives.
- Provide assistance to all volunteers to conduct research on data for proposed developments.
- Attend meetings of Mental Health Associations – listen, advise, motivate, support, encourage and emphasis the valuable contributions volunteers can make in areas such as:
  - *Mental Health Promotion and Training projects.*
  - *Supporting Peer led and Recovery initiatives.*
  - *Enhancing community connection.*
  - *Organisational Fitness and adherence to Mental Health Ireland Governance principles.*
  - *Coproduction and Training initiatives.*
  - *Fund-raising.*
  - *Guide them with their communication with the Charity Regulator.*
- Encourage Mental Health Associations to organise and promote mental health promotion awareness events – i.e., information days, seminars and national campaigns.
- Assist and encourage Mental Health Associations to enhance their profile within local communities by fostering community involvement with the possibility of attracting new members.
- Provide training and development opportunities for volunteers to enhance their skills and oversee compliance such as, Garda vetting, GDPR, and Safeguarding.
- Engage Mental Health Associations to organise and promote mental health i.e. Information days, seminars and national campaigns.
- Work with Thrive Fingal to promote mental health, to ensure all Thrive Balbriggan and Swords developments, events and activities align to Mental Health Ireland’s Strategic goals.
- Work with local Mental Health Associations to ensure that all developments, events and activities align with Mental Health Ireland ‘s Strategy.
- Ensure all local partnerships, Mental Health Associations, Community networks and programme affiliates are informed of and linked in with Mental Health Ireland national developments and encourage attendance at Mental Health Ireland national events.
- Support the national office team with Garda Vetting Compliance for all volunteers.
- Ensure that the Mental Health Ireland Communication procedures and policies are followed for notable activities at local, regional and national level, including social media.

## **2. Training and Education**

### The Development Officer will:

- Participate in the coproduction of new training programmes, and annual review of existing programme with the Mental Health Ireland Education and Training Team.
- Deliver agreed education and training programmes, promoting positive mental health and recovery.
- Promote and deliver on recognised, evidence-based training initiatives including Mental Health & Well Being, Five Ways to Well Being, ASIST, SafeTalk, Stress Control,

Recovery Principles and Practice, WRAP and other programmes as relevant.

- Participate in the coproduction of and support of Peer led and Recovery initiatives locally in association with the Recovery College / Recovery Education Services.
- Engage in outreach activities to ensure the needs of the local communities, such as minority groups, migrants and people living in remote settings are considered for specific training and workshop opportunities.
- Ensure the principles of recovery and co-production are embedded in facilitation design with a trauma informed evidence-based delivery style that embodies social integration, equality, diversity and inclusivity.

### **3. Support the coproduction and implementation of Recovery initiatives to mental health services at local, regional and national levels**

#### The Development Officer will:

- Work with statutory partners on shared projects of mutual benefit to Mental Health Associations and service providers within the area.
- In partnership with HSE personnel and local service providers, be actively involved in mental health policy planning for the area.
- Facilitate bi-directional communication between the Mental Health Associations and Mental Health Ireland working closely with the national team.
- Work in partnership with other voluntary sector organisations to co-ordinate activities, to minimise duplication of effort and to work in an effective and efficient manner in line with Mental Health Ireland Strategy.
- Work collaboratively with established Fora in your area, Recovery Colleges, Mental Health Forums, National Framework for Recovery in Mental Health, Connecting for Life Programme, Thrive Fingal, including Balbriggan and Swords.
- Identify and connect local communities to grow the Thrive movement.
- While carrying out activities locally, respond to requests for information, guidance and assistance from members of the public and signpost people to appropriate services and service pathways.
- Facilitate feedback from local communities to Mental Health Ireland nationally and HSE locally as required i.e., work calendar, quarterly and annual report.
- Work collaboratively with Mental Health Ireland, Mental Health Associations and external partners to identify scalable initiatives to progress nationally.
- Support and ensure that nature based, green way or blue way health service models and/or recovery initiatives are promoted.
- Work with a myriad of partners including Traveler Community, migrants, LGBTQI+, ETB, Connecting for Life action plans.

### **4. Organisation**

#### The Development Officer will:

- Promote the objectives, policies and practices of Mental Health Ireland by ensuring that core activities are prioritized.
- Contribute to the promotion of equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of the work in line with Mental Health Ireland's Governance policies and procedures
- Conduct other administrative duties as assigned.
- Participate in relevant development and training courses as agreed with the National Development Manager
- Undertake such other duties as might be reasonably assigned from time to time in consultation with the National Development Manager and or CEO.
- Adhere to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of the National Development Manager, CEO and Health & Safety

	<p>Officer.</p> <ul style="list-style-type: none"> <li>• Submit timely, accurate and structured monthly reports.</li> <li>• Contribute to organisational research capacity by recording work activities on the CRM, Salesforce always.</li> <li>• Engage with regular line management supportive functions such as check ins, Performance Review Meetings and PDP's</li> <li>• At all times the Development Officer will work in line with Mental Health Ireland's Strategic Plan and be professional in their relationship with fellow colleagues, volunteers and the agencies that support activities and developments both locally and nationally</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Appropriate References.</li> <li>• Garda Vetting Clearance.</li> <li>• Full driving licence and access to own transport is a necessary requirement to carry out the duties and responsibilities of this post.</li> </ul>
<b>Competition Specification Selection Process</b>	<p>Short listing will be carried out on the basis of information supplied in your CV and cover letter. The criterion for shortlisting is based on the requirements of the post as outlined in the eligibility criteria and skills.</p> <p>Please ensure that salient information is included regarding these requirements as failure to do so may result in you not being called forward for interview.</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 Privilege Day (Day off).</li> <li>• Defined Contribution Pension Scheme.</li> <li>• Incremental Pay Scale in place.</li> <li>• Company Sick Benefit.</li> </ul>
<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 VI, Point 1, €48,541 (plus the 8%) per annum.</p> <p>The Salary for the post will be €52,424 (inclusive 8%) per annum.</p>
<b>Working Week</b>	<p>The position is based on a 5-day week (37 hours), exclusive of lunch hours, with flexible working hours including regular evening work and occasional weekend working.</p>
<b>Annual Leave</b>	<p>30 days</p>
<b>Probation</b>	<p>6 months</p>