

Mental Health Reform: Innovation Programmes Coordinator **(<https://www.activelink.ie/node/113234>)**



Innovation Programmes Coordinator

Position: Innovation Programmes Coordinator

Hours: Full -time (37 hours per week)

Start date: Immediate

Location: Coleraine House, Coleraine Street, Dublin 7.
MHR operations a hybrid working policy.

1. Position summary

This position sits in the Innovation Team. The role has responsibility for shaping and delivering MHR's innovation work. This includes effective project management, ensuring strong monitoring and evaluation, developing and ensuring strong stakeholder engagement, identify new opportunities and assisting MHR to deliver on its overall strategic goals. The current project portfolio includes "[Brave New Connections](https://www.mentalhealthreform.ie/what-we-do/brave-new-connections/)," a collaborative initiative empowering Voluntary and Community mental health organisations to adapt their services in response to the ever-evolving post-pandemic landscape. Additionally, the role also oversees an exciting initiative that is supporting innovation and structural reform in the Youth Mental Health Sector. This role offers a unique opportunity to make a meaningful impact and be at the forefront of transformative change in the mental health field.

2. Reporting Structure

There is a layered supporting structure for this role. Project progress, strategic direction and updates will be reported to the CEO through the mechanism of the Innovation Steering Group. The HR management and project budgetary and report monitoring function will be fulfilled by the Operations Governance & Finance Manager:

3. About Mental Health Reform:

Mental Health Reform (MHR) is the national coalition driving reform of Ireland's mental health services and supports. Our vision is of an Ireland where everyone can access the support that they need in their community to achieve their best possible mental health. With more than 85 member organisations and thousands of individual supporters, MHR provides a coordinated voice to Government, its agencies, the Oireachtas and the general public on mental health issues.

<https://www.mentalhealthreform.ie/> (<https://www.mentalhealthreform.ie/>)

4. Main responsibilities

Designing and implementing projects

- Ensure effective and quality implementation of MHRs innovation programme
- Identify, build and maintain strong relationships with key donors and partners
- Oversee the writing of management and donors reports ensuring all reports are of high quality and submitted in a timely manner and in line with funding obligations.
- Manage and monitor, with the support of the Operations Finance & Governance Manager, the expenditure and disbursement of resources allocated to projects
- Participate in and support Steering Group and other project related meetings, including national and international

travel

- Maintain systems and accurate records of the project in accordance with MHR's policies and procedures and donor grant agreements

Building MHRs innovation strand

- Maintain watching briefs on innovation in mental health, liaising with key stakeholders in order to identify and react to significant opportunities as they arise
- Overseeing and conducting research and analysis
- Contribute to the development of innovative fundraising strategies for raising awareness of and funding for MHRs innovation work among new donors
- Lead on development of programme ideas, developing them into quality grant proposals

Developing and strengthening partnerships

- Develop and maintain a network of contacts to inform and increase the impact of our work.
- Consult regularly with members, people with lived experiences, peer organisations, allies and other relevant actors in order to stay current with trends and to ensure that MHR's research, policy and advocacy agendas are responsive to these trends
- Represent MHR in cross-departmental consultative forums and at public events
- Identify and encourage opportunities for collaborative initiatives within the coalition, and with other stakeholders.

Assisting MHR to deliver on its overall strategic goals

- Work within the framework of the overall objectives and the policies and practices of the MHR
- Ensure all work undertaken complies with data protection and GDPR rules
- Contribute to the promotion of equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of work
- Update MHR's contacts database
- Carry out other administrative duties as required
- Supervise staff, interns and/or volunteers as required
- Participate in relevant training and development courses as agreed with the Operations Finance & Governance Manager.
- Undertake such other duties as might be reasonably assigned from time to time by the CEO
- Be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of the Operations, Finance & Governance Manager or Health & Safety Representative

5. The person

Skills, knowledge and experience required:

- A third-level qualification in a relevant discipline
- Satisfactory relevant experience in a project management role
- Experience in designing, setting up and coordinating monitoring & evaluation of a programme/project
- Experience of building strategic partnerships
- Understanding of the project cycle management
- Financial/budget management
- Excellent organisational skills with the ability to manage tight deadlines
- Fluent speaker and writer of English
- Proven exceptional communication and interpersonal skills, both verbal and written

Desirable:

- Experience in managing funding from a diversity of sources including EU, government funding and private sector donors.
- Knowledge/experience of mental health ecosystem in Ireland
- Experience working in a community development role
- Proven knowledge of innovation initiatives and digital advancements in mental health

Pay & Benefits:

- The salary will be commensurate with skills & experience within the salary band €40,000 - €50,000.

Mental Health Reform operates the following benefits for its employees:

- A pension scheme.
- Annual leave 24 days, exclusive of public holidays, 1 wellbeing day per year.
- Hybrid working arrangement
- Additional 4 days of PTO per year (Good Friday & Christmas)
- Access to an Employee Assistance Programme

Additional notes;

- This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisations aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.
- This is a one-year position with the possibility of extending. Flexibility is required regarding hours as some weekend and evening work will be necessary. Travel and out of office work will also be a feature of the role.
- Mental health Reform is an Equal Opportunities Employer.
- All documentation received by Mental Health Reform will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Mental Health Reform in the processing of job applications and for ongoing administrative purposes with job candidates.

Application process:

Please email your completed application form to info@mentalhealthreform.ie (<mailto:info@mentalhealthreform.ie>). In your cover letter please state your salary expectations and when you would be able to begin the role.

- Requests for additional information can be sent to info@mentalhealthreform.ie (<mailto:info@mentalhealthreform.ie>).
- Closing date for the submission of applications is **Sunday 2nd February at 11.59pm.**
- Interviews are expected to take place the week starting **10th February.**

Mental Health Reform is an equal opportunities employer

Region

Dublin 7 / Hybrid

Date Entered/Updated

20th Jan, 2025

Expiry Date

2nd Feb, 2025

Attachment	Size
Application-Form_Innovation Programmes Coordinator.docx	172.45 KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/113234-mental-health-reform-innovation-programmes-coordinator>