

South Dublin County Partnership: Mental Health Programme Coordinator (<https://www.activelink.ie/node/115240>)



Mental Health Programme Coordinator

South Dublin County Partnership works with people who are socially excluded or are at risk of becoming so and promotes social cohesion and labour market participation with a focus on the most disadvantaged areas. This is achieved through a range of integrated activities in Education, Training, Job Placement, Early Childhood Services, Enterprise Support and Community Development Programmes.

South Dublin County Partnership (SDCP) are recruiting for a Mental Health Programme Co-Ordinator to work across the South County Dublin area.

The Mental Health Programme Coordinator is required to work as part of the staff team in South Dublin County Partnership to develop and enhance the mental health programmes in particular the Heads Up programme and to contribute to a number of other mental health activities in the organisation.

South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.

Roles and Responsibilities

The Mental Health Programme Coordinator Role will develop and enhance the mental health programmes of South Dublin County Partnership. The role will entail performing the following duties:

- Develop and implement local Heads Up strategies and work plans.
- Lead a small team of support staff to include recruitment, training, ongoing development and support and supervision.
- Oversee the recruitment and assessment of participants.
- Develop a training plan for each cycle of Heads Up
- Lead on the delivery of components of the programme as required
- Engage external facilitators to provide specialists workshops/information sessions.
- Support and administer the continued development of the interagency advisory group.
- Develop and maintain close and effective working relationships with organisations working with Heads Up's target group.
- Effectively communicate the work of Heads Up to a range of stakeholders to include the management on the partnership webpage.
- Provide regular reports and updates to a local Heads Up advisory group and the Management Team of SDC Partnership.
- Maintenance (and development as required) of effective record keeping systems.
- Manage the programme budget in cooperation with line manager.
- Development and delivery of mental health psycho-education sessions/talks when required.
- Keep up-to-date on national and international developments on mental health, especially in relation to our target group.
- Develop and implement monitoring and evaluation systems.
- Use SDCP's CRM to register and track participants.
- There may be other tasks given at the discretion of your line manager.

Qualifications

The Mental Health Programme Co-ordinator (Heads Up) will be able to demonstrate practical experience of mental health issues affecting individuals and communities. A relevant third level qualification and at least 1 years' experience in a similar type role is a minimum requirement.

Knowledge & Expertise

The Mental Health Programme Coordinator should be able to demonstrate experience and expertise in the following areas:

- Recognised qualification in mental health, occupational therapy, social sciences (e.g. in areas such as social care, counselling or related), psychotherapy, psychology, counselling or a related field.
- Experience of working with men and women in single sex group settings.
- Experience of working with marginalised communities.
- Experience of managing interagency programmes.
- The ability to lead a multi-disciplinary team.
- Strong interpersonal skills.
- Excellent presentation and facilitation skills.
- A particular interest in working with people from a challenging socio-economic background.
- An in-depth knowledge of strategic and programme planning.
- An understanding of mental health challenges and mental health recovery.
- Clear knowledge of suicide prevention, self-harm reduction and mental health promotion initiatives

Skills & Competencies

- Empathetic to the needs of those requiring mental health support
- The ability to work sensitively and in an empowering way in mental health settings
- Flexible, creative with the ability to adapt to a changing and challenging environment
- Able to work in a self-directed manner
- Able to conduct him or herself in a way that commands confidence and respect.
- Fair, impartial and open to new ideas and information
- In possession of excellent written (both academic and report/proposal writing), oral communication, facilitation and presentation skills
- Computer literate in dealing with standard MS word and data processing, spreadsheet and communication packages

Performance monitoring and metrics

- Provide regular data and reports to Health and Wellbeing through nationally agreed templates and reporting schedule
- Complete “essential skills training” as required
- Document and report on progress with the project including the gathering/collection of quantitative and qualitative data to support project evaluation
- Develop communications plan and materials to publicise the project
- Build effective relationships with key stakeholders, including healthcare professionals, community organisations and members of the Advisory Group
- Attend local forums and relevant meetings with stakeholders from community and voluntary sector as necessary
- Make regular reports and presentations on the progress of the project to committees and funders
- Set up and convene regular meetings of the Advisory Group.
- Write and submit applications for new funding opportunities
- Participate fully and work effectively with the SDCP Health and Wellbeing Teams.

Requirements of all SDCP staff

- Commitment to the purpose of SDCP and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations
- To undertake your work in a manner that is friendly, flexible and professional
- To report any area of concern to your line manager in a timely fashion
- To show flexibility in relation to hours of attendance to meeting the needs of the work
- To have a flexible approach to the work in response to organisational change, development and review of best practice
- To identify training needs through supervision and participate in training opportunities
- To be vigilant of any Health, Safety and Welfare risks in the workplace and bring any concerns to your line manager or Health & Safety representative
- To undertake other duties as may be requested by the line manager from time to time

Remuneration Package & Benefits:

- The salary for this position will be based on the successful individual's qualification and experience and will be based on the Project Worker scale.

- Excellent Pension of 10% employer's contribution after successful probation period.
- Access to HSF private health insurance.
- Opportunity to apply for up to two days remote working as per SDCP policy.
- 35 Hour per week (full time)
- Access to Employee Assistance Programme

Application Process

By Post

Applicants should pay particular attention to the job role and person specification and outline your suitability and why you are the best candidate for this post.

Please send three copies of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with completed confidential form marked:

Administration & Operation Department,
South Dublin County Partnership,
Unit D1,
Nangor Road Business Park,
Nangor Road, Dublin 12.

OR alternatively email your application to jobs@sdcpartnership.ie (mailto:jobs@sdcpartnership.ie) – subject box to be marked: Mental Health Programme Coordinator Ref: 188/2025

The closing date for receipt of applications is **Friday 9th May 2025 @ 5pm.**
Late applications cannot be considered.

No individual correspondence will be entered into.

South Dublin County Partnership is an Equal Opportunity Employer.

Region

South Dublin

Date Entered/Updated

23rd Apr, 2025

Expiry Date

9th May, 2025

Attachment

188 Mental Health Programme Co- Ordinator
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