

Application Pack for the Role of MHFI Programme and Development Coordinator for Men's Health

INTRODUCTION

The Men's Health Forum in Ireland (MHFI) is a diverse network of individuals and organisations, men and women, from both the Republic of Ireland and Northern Ireland. The Forum was established in 1999, and operates on an all-island basis.

MHFI is registered in the Republic of Ireland as a Company Limited by Guarantee (491368), has the Registered Charity Number 20077037, and is accepted as a charity by the Revenue Commission (CHY19591). However, the work is cross-Border in nature.

The Forum is a small charity, which seeks to promote and enhance all aspects of the health and wellbeing of males on the island of Ireland through: (i) research; (ii) training; (iii) networking; (iv) practical health initiatives; and (v) awareness raising. Current work (see www.mhfi.org for full details) includes, for example:

- Coordinating International Men's Health Week activity on the island of Ireland.
- Providing an executive function for the Republic of Ireland's 'Healthy Ireland - Men Action Plan', and spearheading a number of the key objectives within it.
- Running the CAIRDE project, which focuses upon mental health promotion and suicide prevention in the Irish construction industry.
- Acting as a Partner in the 'Engage: National Men's Health Training Programme'.
- Supporting the development and roll-out of the 'MANifest: Connecting Men with Mind Fitness' programme.
- Helping to plan and organise large-scale webinars and events.
- Maintaining an online information portal on men's health / men's work in Ireland.
- Administering a regular newsletter - to disseminate information on men's health to a large-scale database of recipients.
- Managing and populating a range of social media platforms.
- Creating and disseminating men's health resource materials.
- Researching key men's health issues, and increasing public awareness of these.
- Helping to set-up and sustain men's health networks.
- Offering a signposting service to sources of help, support and resources in the field of men's health.
- Linking with other men's health organisations on the island of Ireland further afield ...

However, MHFI is a very small voluntary sector organisation and, currently, only has one full-time member of staff (Director of Operations). Thus, this work relies heavily upon the input of volunteers, the goodwill of numerous organisations, offers of 'in-kind' and mutual support, careful and effective stewardship of resources, the creativity of contributors and a collegial model of working. This approach has ensured that the Forum has been able to produce a lot of tangible outputs despite its extremely limited resources and finances.

The MHFI Director of Operations will be taking an in-house sabbatical during 2026 to focus upon completing a number of long-standing infrastructural improvements to the Forum. To fill the gap that this will create, an experienced, focused, innovative and dedicated individual (with a strong record of multi-tasking) is being sought to fill the temporary position of Programme and Development Coordinator for Men's Health - to oversee some of the core functions / roles that the Director would have had responsibility for. This is an ideal opportunity for someone who would like to take a career break from their current role or to progress in their career development.

KEY INFORMATION

Job Title:	Programme and Development Coordinator for Men's Health
Employer:	Men's Health Forum in Ireland (MHFI)
Term of Contract:	One year, but with the possibility of extension if further funding can be secured during this period.
Preferred Start Date:	Monday 17 th November 2025 (or as soon as possible thereafter)
Remuneration:	€40,050 gross
Hours:	Full-time 37 working hours per week mostly Monday to Friday. This post will, however, require the holder to be flexible to meet emerging demands, and to be available to work evenings and weekends when required.
Annual Leave:	25 days, plus Public Holidays in the Republic of Ireland
Work Base:	This is a remote working position. The successful candidate will be responsible for supplying their own office base, equipment, materials and communication devices. A fixed monthly allowance will be paid towards phone expenses. Business travel expenses can also be claimed.
Geographic Area:	<p>MHFI works on an all-Ireland basis and is also part of international men's health networks. Travel is, therefore, a key element of this role. The employee will be required to travel to any part of the island (or, possibly, further afield occasionally), and to have access to the physical means to do so in a timely and cost efficient manner. While, online video-conferencing can reduce some of the travelling required for this position, in-person meetings will be a regular and crucial element of it.</p> <p>Given that (i) the distances to travel are often quite substantive, (ii) bulky resource materials sometimes need to be transported, (iii) meetings can be called at short notice, and (iv) these meetings may take place early in the morning or during the evening, the employee will need to have access to a car (covered by 'Business Use' insurance) and a valid driving licence to meet these demands.</p>
Reports To:	A nominated member of the MHFI Advisory Group
Accountable To:	The MHFI Board of Trustees
Legal Eligibility:	The successful applicant must be legally entitled to work and travel in both the Republic of Ireland and Northern Ireland
Probationary Period:	Six months
More Information:	Find out more about MHFI's work at: www.mhfi.org

JOB PURPOSE

MHFI is seeking a Programme and Development Coordinator for Men's Health to oversee a number of the key functions that would have been attended to by the Director of Operations - who is taking an in-house sabbatical for a year. This is a senior level temporary position (mostly during 2026) which will focus upon the maintenance of existing elements of the Forum's operations, as well as expansion into new areas.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of this role will include, but are not limited to:

- Sustaining, maintaining and developing all of the current core areas of work (see examples in the **INTRODUCTION** section on page 1).
- Providing executive and administrative support to the MHFI Board of Trustees and Advisory Group, as well as to the Healthy Ireland - Men Implementation Group.
- Preparing and submitting necessary funding applications and reports.
- Maintaining and securely holding accurate records of the Company and its business.
- Raising awareness of men's health needs / developments in this field with statutory, voluntary, community and academic bodies, as well as the general public.
- Acting as a first point of contact for MHFI, its public face, and its representative in external settings.
- Responding appropriately, effectively and in a timely manner to emerging needs.
- Exploring options for funding to retain this position and/or develop new areas of work after the fixed term contract has ended.

PERSON SPECIFICATION

MHFI operates within a fast-paced, dynamic and quickly changing environment. This, therefore, requires a person who is not only knowledgeable and experienced, but who is flexible, focused, innovative, tenacious, a self-starter and prepared to 'go the extra mile'.

As the Forum is a very small organisation, with extremely limited resources, the Programme and Development Coordinator for Men's Health will be in a senior position - overseeing a diverse range of functions which are necessary to ensure the smooth running of the organisation. At various times, these can include acting as a project manager, fundraiser, monitoring officer, report writer, network coordinator, administrator, book-keeper, group facilitator, resource developer, public speaker, researcher, data inputter, event manager, graphic designer, webmaster, communications officer, receptionist, sign-poster, quartermaster, convenor ... Meeting these duties and responsibilities will, therefore, require someone who is a solid all-rounder, and who is prepared to creatively find / learn workarounds to meet emerging demands. However, this broad raft of functions also adds depth, interest and variety to this position.

ELIGIBILITY CRITERIA

Essential

Qualifications:

- A third level qualification [at Honours Degree level or higher] in a relevant discipline - for example, in a health-related subject, community development, youth work or project management.

Experience:

- A minimum of two years' experience in a similar role.
- Experience of developing and implementing strategic plans.
- Background in spearheading and coordinating projects and events.
- Proven track record of submitting successful substantial funding applications.
- History of forging effective partnerships and working collaboratively to achieve common goals.

Knowledge:

- In-depth understanding of men's health issues and needs.
- Familiarity with the policy and service delivery context of men's health on the island of Ireland.

Skills:

- Breadth of relevant skills (see examples in the **PERSON SEPECIFICATION** section on page 3) and capacity to multi-task.
- Clear and effective report writing ability.
- Group / meeting facilitation skills.
- Ability to engage the media and communicate key messages to the public.
- High level of proficiency in using the Microsoft Office suite of software or comparable Open Source software.

Desirable

- Research skills - especially in identifying key health statistics.
- Experience of maintaining and updating web sites.
- Familiarity with using social media platforms as a communication tool to highlight issues and promote initiatives.
- Ability to produce and circulate regular electronic newsletters.
- Skill in creating graphics and video material for promotional purposes.
- Resource development experience.
- Access to a range of contacts that would be useful to the men's health field of work.

APPLICATION PROCESS

1. Applications are invited from anyone, currently based / willing to be based anywhere on the island of Ireland, who can meet the eligibility criteria.
2. Applications will ONLY be accepted via electronic submission of a Cover Letter and short Curriculum Vitae (CV). Please do not submit any other attachments with your application.
3. The Cover Letter [*Word document, maximum two A4 pages, Arial typeface, font size 12, minimum of 2cm margins*] should:
 - explain your interest in MHFI's work and this specific role;
 - outline what you believe to be the key health issues facing men on the island of Ireland (and why this is the case);
 - highlight your qualifications, experience, knowledge and skills which are relevant to the essential and desirable criteria in the Job Application Pack;
 - clearly state what unique attributes you would bring to / offer to this post; and
 - confirm that you are eligible to work in the EU and UK.
4. The Curriculum Vitae [*Word document, maximum four A4 pages, Arial typeface, font size 12, minimum of 2cm margins*] should include your:
 - contact details - name, address, phone number and email;
 - educational history (secondary school and onwards) - date, school/college/training attended, subject/course and grade achieved;
 - employment history - date, employer/company, job title, roles/responsibilities and reason for leaving;
 - membership of any relevant professional associations;
 - other relevant experience/skills/knowledge; and
 - contact details for three referees.
5. The application details should be emailed to: jobs@mhfi.org
6. The closing date for applications is 5.00pm on Monday 8th September 2025.
7. You must clearly demonstrate in your Cover Letter and Curriculum Vitae how you meet the required criteria - as failure to do so will result in you not being considered for shortlisting.
8. Shortlisting will, primarily, be carried out on the basis of the essential criteria, using the information provided by you in your submission. However, if the number of applicants for this position is high, MHFI reserves the right to also consider the desirable criteria at the shortlisting phase. Therefore, you must clearly demonstrate in your application how (if at all) you meet the desirable criteria as well.
9. Given the high number of applications that are anticipated, no feedback will be offered to individual candidates at the shortlisting stage.
10. Following receipt of Cover Letters/CVs and the screening process, all candidates will be contacted to inform them of the outcome. Shortlisted candidates will be invited to complete an online practical assessment related to the duties of the post. This will take place on Wednesday 24th September 2025, be held via 'Zoom, and last for no longer than one hour.

This assessment will give candidates an opportunity to demonstrate their:

- IT competency;
- ability to work under pressure;
- knowledge and understanding of men's health work; and
- aptitude for strategic planning to achieve a specific goal.

11. Candidates who perform well on this practical test will be invited to attend an interview. These will be held on Wednesday 8th October 2025.
12. If you require any further information or clarification on any issue, please send an email to: jobs@mhfi.org To ensure that all applicants receive equal treatment, the answers to any requests will be posted online at: <https://mhfi.org/news/1527-mhfi-seeks-programme-and-development-coordinator.html> Everyone who is interested in applying for this position is advised to regularly check this web page for updates.
13. References for the successful candidate will be sought immediately after they are provisionally offered this position. These need to be returned to MHFI promptly (within three working days) before the position will be formally offered. It is recommended, therefore, that applicants ensure that their three referees are all willing and able to meet this deadline before they apply.
14. Proof of qualifications and/or professional registration will be required if an offer of employment is made. If the successful candidate is unable to provide this, the offer will be withdrawn.
15. Ideally, the successful candidate will be able to begin this position on Monday 17th November 2025. However, if this is not possible, they will start as soon as possible thereafter. The position will run for one year from the start date.
16. A reserve list of candidates may be held for a period of one year after the interviews have taken place.

