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**Mental Health and Wellbeing Officer**

**HSE Mid-West**

**(Limerick City and Tipperary North, Clare and Limerick County)**

**Job Specification and Terms and Conditions**

**Please quote Reference No** **2025-010 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**

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| **Job Title**  | Mental Health & Wellbeing Officer - HSE Mid-West (Limerick City and Tipperary North, Clare and Limerick County) |
| **Posts Available**  | 1 Full Time Post |
| **Closing Date** | 12 noon on Friday 19th September 2025. Applications received outside this time will not be considered.Shortlisting will be carried out based on the information received in your CV and letter of application.  |
| **Proposed Interview Date** | Interviews will be held on week commencing 29th September 2025. Applications received outside this time will not be considered. |
| **Tenure** | Specified Purpose Contract for 24 months |
| **Working Week** | 37 hours per week  |
| **Location of Post** | HSE Mid WestRoselawn HouseUniversity Business ComplexNational Technology ParkLimerickThe person will be required periodically to attend regional meetings |
| **Details of Service**  | This post will be delivered in partnership with HSE Health and Wellbeing Mid West and Mental Health Ireland. The post holder will work together with statutory and community partners in the Mid West to enhance mental health promotion activities across our community.Mental Health Ireland (MHI) is a national voluntary organisation promoting mental health, wellbeing & recovery using a process called coproduction to ensure that the voices of the end user are heard at all stages of programme development, delivery, and evaluation. The HSE Mid West Health Region manages and delivers all public health and social care services for Limerick, Clare and North Tipperary serving a population of 413,059. Health and Wellbeing take a whole of population approach to supporting people to stay healthy and well throughout their lives. The Health & Wellbeing Division in the Mid West is responsible for working with a wide range of statutory and non-statutory bodies to represent and advance a whole of government approach to implementing public health policy. Health and Wellbeing has a particular focus on members of our communities who are the most marginalised and experience inequalities in respect of their health and health outcomes.  Mental health promotion is an integral part of health and wellbeing, as promoting good mental health is essential to improve overall population health. There is compelling international evidence that interventions aimed at enhancing positive mental health can result in enduring impact on multiple areas of functioning and also reduce the risk factors for developing mental health difficulties.The HSE’s mental health promotion plan, *Stronger Together*, takes a lifespan approach to promoting mental health and wellbeing across the population. In Dec 2024 the Department of Health launched the national mental health promotion plan, *Pathways to Wellbeing* 2024–2030. This plan marks an important milestone in the mental health policy journey that the Department of Health has embarked upon. This plan builds on the important work carried out through Stronger Together and will deliver actions across government which improve people’s mental health and wellbeing through universal supports for all, and targeted supports addressing the needs of those most at risk of experiencing mental health difficulties. |
| **Reporting Relationship** | HSE Health Promotion and Improvement ManagerNational Development Manager (Community) |
| **Informal Enquiries** | National Development Manager (Programmes), Ms Jo Donohoe Jo@mentalhealthireland.ie  |
| **Position Summary** | The role of the Mental Health and Wellbeing Officer is to promote mental health on three levels:* Individual level through the delivery of agreed evidence-based programmes.
* Community level through developing strong partnerships across the communities of the Mid West to understand and respond to their mental health promotion needs.
* Structural level – using the strategies above to introduce a strong mental health and wellbeing focus to the established structures in the region with the aim of agreeing a multi sectoral programme of work.

The Mental Health and Wellbeing Officer will work with local HSE Health and Wellbeing multi-disciplinary team, the Mental Health Ireland Development Officer and local community partners to: 1. Develop a *Stronger Together* & *Pathways to Wellbeing* local implementation plan for the Mid West (2024 – 2030).
2. Work with HSE Health and Wellbeing, MHI and local community partners to deliver on agreed elements of the plan.
3. In conjunction with the Health and Wellbeing multidisciplinary team and community partners, deliver a suite of standardised evidence based mental health promotion programmes, with a particular focus on:
	1. HSE Minding your Wellbeing programmes
	2. HSE Balancing Stress programme
	3. Act-Belong-Commit community-based mental health promotion initiative
4. Contribute to the development of evidence-based standardised mental health promotion training models as appropriate
5. Support and strengthen existing relations with the community and not for profit sector to ensure key priorities under Stronger Together and Pathways to Wellbeing are achieved.

The Mental Health and Wellbeing Officer will report to the HSE Health Promotion and Improvement Manager and work collaboratively with the Mid West MHI development officer and other relevant members of Mental Health Ireland and HSE team to coproduce projects, campaigns and communication and to share expertise and unique local initiatives. The role demands flexible working hours which will necessitate some attendance at out of hour’s meetings/events.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 will support on National Projects and Programmes.  |
| **The Person** | The successful candidate will have a minimum of 5 years’ experience working in a relevant health and related community/voluntary sector.You will be required to have:* Proven experience in mental health, mental health promotion and community development is desirable.
* A recognised third level qualification in health and/or social care or equivalent.
* A demonstrable understanding and knowledge of mental health promotion including recovery.
* A proven track record of working in a team environment
* Experience of promoting and sharing knowledge and skills that can benefit an organisation as a whole.
* Promoting an open knowledge-sharing environment that builds knowledge, skills and service for the benefit of the organisation as a whole.
* Experience of volunteering and working with volunteers.
* Proven experience coproducing and delivering training and group facilitation
* Commitment to the mission values & strategy of Mental Health Ireland and the HSE.
* Knowledge of the health and social policy context in which Mental Health Ireland operates.
* Knowledge of how health promotion and mental health promotion services are delivered by the HSE and other providers.
* The ability to represent MHI and the HSE across a diverse range of audiences and to build effective relationships with, service user groups, community/ voluntary organisations, cross sectoral stakeholders and the media.
* Evidence of, exceptional communication, networking and interpersonal skills, both verbal and written
* Strong analytical skills with an ability to access information accurately, quickly and to strategically implement.
* Excellent organisational and ICT skills (Information Communication Technology)
* A high level of motivation, experience and capacity for lone working and working on one’s own initiative
* To have their own car, a clean driving licence and indemnify MHI on their Insurance policy.

**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.**  |
| **The following experience is a distinct advantage****Skills, Competencies and/or Knowledge** | * Demonstrable experience of working in the health and voluntary sectors.
* Evidence of community development work including co-production with vulnerable communities.
* Knowledge of evaluation and research.
* Experience in translating strategy into action.

**Professional Knowledge and Experience****Candidates must:*** A working knowledge of key policies and strategies including HSE Stronger Together Mental Health Promotion Plan, Pathways to Wellbeing – National Mental Health Promotion Plan 2024 -2030, Healthy Ireland, Healthy Ireland in the Health Services National Implementation Plan 2015-2017, National Substance Misuse Strategy, Tobacco Free Ireland, National Physical Activity Plan, Sexual Health Strategy and A Healthy Weight for Ireland – Obesity Policy and Action Plan, Connecting for Life Suicide Prevention Strategy, Sharing the Vision: A Mental Health Policy for Everyone.
* Understanding of research and information management/ use of research/ evidence to inform practice, monitor progress, improve services.
* An understanding of the processes involved in health behaviour change.
* Awareness of National Standards for Safer Better Healthcare.
* An understanding of the Core Competency Framework for Health Promotion.
* Knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes
* Knowledge of the health service including a good knowledge of HSE reform

**Planning, Organisation and Management Skills****Candidates must:*** Demonstrate the ability to plan, organise and manage resources effectively and efficiently within a specified timeframe.
* Demonstrate the ability to manage deadlines and effectively handle multiple tasks.
* Demonstrate flexibility and adaptability in their approach to work.
* The ability to take responsibility and be accountable for the delivery of agreed objectives
* A logical and pragmatic approach to workload, delivering the best possible results with the resources available

**Building and Maintaining Relationships including the ability to work independently and as part of a team****Candidates must:*** Demonstrate the ability to work on their own initiative as well as part of a team.
* Adopt a collaborative approach to interdisciplinary team working.
* Demonstrate strong interpersonal skills including the ability to build and maintain relationships and foster good professional working relationships between colleagues.

**Commitment to a Quality Service****Candidates must:*** Demonstrate a strong commitment to the delivery of a quality service.
* Evidence of proactively identifying areas for improvement and the development of practical solutions for their implementation
* Demonstrate motivation, initiative and an innovative approach to the job and service developments and be flexible and open to change.

**Analysing, Evaluating & Decision Making****Candidates must:*** Demonstrate evidence-based decision-making, using sound analytical and problem-solving ability.
* Show sound professional judgement in decision-making
* Take an overview of complex problems before generating solutions; anticipate implications/consequences of different solutions.
* Use a range of information sources and know how to access relevant information to address issues.
* Demonstrate resilience and composure in dealing with situations.

**Communication Skills****Candidates must:*** Demonstrate strong communication skills - present written information in a concise, accurate and structured manner.
* Demonstrate the ability to influence others effectively.
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| **Main Responsibilities** | The Mental Health & Wellbeing Officer will undertake the following:**HSE “Stronger Together” and the “Pathways to Wellbeing National Mental Health Promotion Plan 2024-2030” implementation.*** Develop, deliver and evaluate mental health promotion and improvement programmes and initiatives for the promotion and improvement of mental health with a focus on building the capacity of HSE staff, community and voluntary agency staff and communities.
* In conjunction with the H&WB multidisciplinary team, act as a resource to the HSE Mid West to develop and implement mental health plans.
* Participate in the delivery, evaluation and monitoring of mental health promotion and improvement programmes aimed at staff and the wider community.

**Training and Delivery of evidence based programmes.*** In conjunction with the Health and Wellbeing multidisciplinary team and community partners, deliver a suite of standardised evidence based mental health promotion programmes, with a particular focus on:
* HSE Minding Your Wellbeing programmes.
* HSE Stress Management programmes.
* Contribute to the development of evidence based standardised mental health promotion training models as appropriate.

**External Engagement and Partnerships:** * In conjunction with the H&WB multidisciplinary team, support existing relations with the community and not for profit sector to ensure policy priority targets are achieved. For example, Healthy Cities and Counties; Local Sports Partnerships; Schools; Section 39 agencies; LCDCs; CYPSCs etc.
* Build new partnerships as appropriate in line with national priorities.

**Act – Belong – Commit:*** Support the delivery of Act-Belong-Commit a community based mental wellbeing promotion programme in Limerick City North.

**General*** Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Have a working knowledge of Quality Improvement and Patient Safety guidance documents.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
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| **Other Requirements**  | * Appropriate References.
* Garda Vetting Clearance.
* Access to appropriate personal transport is a necessary requirement to carry out the duties and responsibilities of this post.
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| **Competition Specification Selection Process** | Short listing will be carried out on the basis of information supplied in your CV and cover letter. The criteria for shortlisting is based on the requirements of the post as outlined in the eligibility criteria and skills. 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. |
| **Benefits** | * 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.
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| **Remuneration**  | 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.In line with HSE Grade VI, Point 1, €48,541 (plus the 8%) per annum.The Salary for the post will be €52,424 (inclusive 8%) per annum. |
| **Working Week** | 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.  |
| **Annual Leave** | 30 days |
| **Probation** | 6 months |

**Please ensure to include the relevant Job Reference Number 2025-010 in your letter of application.**