



LIMERICK Mental Health Association

Job description and person specification

Position: Limerick Mental Health Association, Project Manager (25 hrs/week)
Location: Limerick City
Reporting Relationship: Board of Directors, Limerick Mental Health Association
Salary Scale: 28,185 - 45,556 pro rata

Limerick Mental Health Association (LMHA) aims to promote positive mental health within the local community. Key activities include the promotion of positive mental health, the organisation of Limerick Mental Health Week and the Le Cheile Limerick project.

Le Cheile Limerick aims to support the personal recovery of individuals who experience mental health difficulties, through the co-ordination and facilitation of a wide variety of activities. Le Chéile Limerick was established in 2003 by the LMHA. The project is based in the heart of Limerick city and aims to promote good health and well-being through social, recreational and educational activities. The service is aimed at people in the local community that may be experiencing difficulties coping or isolation. We have strong links with the local mental health services. Le Chéile is well established as a place where people can access support and information, develop their talents through creative activities and enhance coping skills in a safe and non-judgemental environment. We promote social inclusion through a variety of activities and programmes. We also offer recovery focused workshops to the local community and services; Wellness Recovery Action Planning (WRAP).

Role Description:

Reporting directly to the Board of Directors, the Project Manager is responsible for leading and managing Limerick Mental Health Association. This includes planning, implementation, tracking and reporting of activities and the management of staff and volunteers. He/she works in collaboration with the Board and contributes to the overall growth and development of the LMHA service.

The position requires an excellent level of understanding of mental health and recovery and a commitment to members of the project, as consideration must be given at all times to their well-being. The position requires a high degree of professionalism and the ability to work in a confidential and respectful manner. The person appointed must be flexible, demonstrate excellent leadership skills and have the ability to create a safe and supportive environment and work on their own initiative.

Primary Duties and Responsibilities

- Develop and define the scope of activities in collaboration with the Board
- Plan and implement activities
- Determine and manage resources (time, money, equipment, etc) required to complete on-going activities, ensuring that the project is delivered on time, within budgets and at the required level of quality
- Inform the board of planned activities and evaluate and report on ongoing and completed work
- Liaise with statutory mental health services, voluntary mental health groups and other relevant organisations
- Manage the running and upkeep of the LMHA building

Implement Project Activities

- Execute project activities according to the project plan
- Promote project activities and manage social media activity
- Record and document project activities
- Monitor the progress of project activities and make changes where necessary
- Manage communications with all stakeholders (staff, volunteers, members, local mental health services, HSE, Mental Health Ireland, community, statutory and voluntary organisations etc.)
- On-going evaluation and review of the quality of activities
- Identify relevant funding opportunities and keep the board informed of planned and completed applications for funding

Staffing

- Recruit, interview and select staff and/or volunteers with appropriate skills
- Manage project staff and/or volunteers according to the established policies and practices of the LMHA
- Ensure that personnel files are properly maintained and kept confidential
- Ensure that all staff and/ or volunteers receive an appropriate orientation to the organisation and the project
- Provide on-going support and feedback to staff and/ or volunteers, providing training and development as needed
- Conduct staff reviews
- Contract qualified facilitators/teachers to work with the project as appropriate

Reporting

- Communicate with funders and Board
- Monitor and approve all budgeted expenditures in line with compliance regulations
- Report actual expenditure and variance on a regular basis
- Manage all project funds according to established accounting procedures
- Ensure that all records are up to date
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements

Training

- Attend training events, conferences, and other functions as necessary
- Manage and keep up to date project policies and procedures
- Assist in the development of new policies and procedures
- Identify training needs for staff/volunteers and organisation of same and develop a clear, costed training plan for all staff each year

Health and Safety

- Ensure a safe and secure working environment for staff, volunteers, and members · Identify, assess, and manage health and safety risks
- Implement health and safety measures and policies; ensure an up-to-date safety statement is in place
Record incidents and accidents
- Ensure that best practices are maintained in all aspects of the work for Le Chéile and LMHA
Ensure that staff are appropriately trained and supervised in collaboration with the LMHA

Facilities

- Maintain the premises at 3 Sexton Street in good working order in collaboration with the Board
- Develop and implement procedures for access and usage of the building, including out-of-hours access and emergency procedures

Note: this job description is a guide to the general range of duties and responsibilities attaching to the post. Therefore, it is neither definitive nor restrictive and will be subject to periodic review and revision at the discretion of Limerick Mental Health Association or person nominated by the organisation.

Person Specification

The ideal candidate will have:

Qualifications and Experience

- At least two years working in mental health, community development, youth work or a related field
- At least 3 years full-time experience in project management/coordination, including management of budgets
- Experience of supervising staff and/or volunteers
- Relevant third level qualification or equivalent

Knowledge

- Knowledge of voluntary sector operations and organisational structures
- Understanding of the challenges faced by people experiencing mental health difficulties
- Familiarity with current issues relevant to mental health / mental illness
- Understanding and practical experience of working with Recovery Principles
- Commitment to best practice in the supervision of staff
- Understanding of community development principles
- Familiarity with statutory mental health services and voluntary mental health sector
- Experience of making funding applications and awareness of grant awarding agencies
- Commitment to Working across organisational boundaries
- Understanding of mental health advocacy principles and organisations and developing partnership approaches
- Knowledge of or training in WRAP (Wellness Recovery Action Planning) Facilitator /Advanced Facilitator
- Familiarity with supports available at local level
- Understanding of peer support initiatives and current best practice in community mental health
- Understanding of requirements for GDPR

Personal Attributes

- Empathic and non-judgemental
- Commitment to the ethos of promoting positive mental health
- Professional and friendly manner
- Commitment to diversity and inclusion
- Understanding of the importance of confidentiality
- Commitment to client involvement and equal opportunities
- Flexible and self-motivated
- Innovative approach to planning and problem_solving

Skills and abilities

- Leadership skills and proven ability to lead a team
- Ability to secure commitment and cooperation from others
- Excellent interpersonal and communication skills
- Strong presentation skills and proven written report writing skills
- Facilitation skills
- Ability to work on own initiative
- Ability to organise and prioritise own workload and that of others
- Excellent ICT skills
- Organisational skills including planning and reporting
- Experience of developing/implementing training programmes

Additional information

Applications are welcome from people with lived experience of mental health issues and/or experience family members who have experienced mental health issues. LMHA is committed to principles of equality, diversity and inclusion.

Garda vetting: As our work involves contact with vulnerable adults, candidates under consideration for employment with the LMHA will be subject to Garda vetting.

References: The successful candidate will undergo 2 reference checks before commencing employment with LMHA.

Funding: This is a specific purpose post, subject to funding being available.

Closing date: Closing date for applications is **Wednesday 30 December 2020 at 5 pm.**

To apply, please send your CV and covering letter and forward to **recruitment@limerickmentalhealth.ie**