



LIMERICK

Mental Health Association

Position: Limerick Mental Health Association, Manager (35 hrs/week)

Location: Limerick City

Reporting Relationship: Board of Directors, Limerick Mental Health Association

Salary: €32 000

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, implementation of the strategic plan and the development of LMHA's services.

The service aims to support the personal recovery of individuals who experience mental health difficulties, through the coordination and facilitation of a wide variety of activities. The Association 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. LMHA 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) and actively liaise with stakeholders and other organisations in Limerick city and county.

Role Description:

Reporting directly to the Board of Directors, the Manager is responsible for leading and managing Limerick Mental Health Association. This includes an overview of the development, 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.



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Primary Duties and Responsibilities

- Manage the overall strategic development of LMHA in consultation with the board
- Collaborate with key partners for the development of the service
- 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

- Contribute to the development of LMHA's strategic plan
- Execute project activities according to the strategic 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 monitoring, 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 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



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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 and funder requirements
- 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 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 and volunteers 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 LMHA. Ensure that staff are appropriately trained and supervised.

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 attached 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 persons nominated by the organisation.

Informal inquiries to LMHA Chair @ lisa@limerickmentalhealth.ie



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Applications

Please apply with CV and a covering letter saying how are able to meet the role requirements and how you meet the person specification to michelleryan@limerickmentalhealth.ie

Application deadline: 20 September 2021, 5pm