



LIMERICK
Mental Health
Association

LIMERICK MENTAL HEALTH ASSOCIATION

PART-TIME PERMANENT COMMUNITY DEVELOPMENT WORKER

Location: Limerick
Duration: Part-time Permanent post (subject to annual funding)
Hours: 8 hours per week

The successful candidate must have a minimum of 2 years' experience working (paid and/or voluntary) in community development, charity work or related field.

A full job description is included below.

Closing date for Application: 10.00hrs, Monday 10th January 2022

Please forward your Curriculum Vitae with a covering letter to
lisa@limerickmentalhealth.ie

Appointment is subject to satisfactory references and Garda Vetting. Canvassing will not be accepted and may lead to disqualification. Due to the large volume of applications, we are not in the position to provide individual feedback to candidates who are not shortlisted for interview.

Limerick Mental Health Association is an Equal Opportunities Employer



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JOB TITLE: Community Development Worker – Part-time Permanent position (8 hours weekly)

Development activity

- Support the establishment and/or development of new groups/activities
- Develop programmes to meet and enhance the needs of current and future members, for health and well being
- Empowerment of member led committee and activities
- Develop Fund-raising activities and research other potential funding opportunities
- Participate in internal / external meetings as required
- To work with the Manager on achieving the goals of the project
- Attending various group activities and liaising with group Facilitators
- Developing content for website and social media platforms to promote programmes

Reporting/Management

- Working as part of a team
- Generating relevant reports and documentation in accordance with the ongoing projects for presentation to the Board of Trustees
- Ensuring all relevant forms and paperwork are maintained and filed according to company procedure
- Assist with grant applications
- Responsible to comply with office procedures and management of projects as required
- Liaison with statutory mental health services, voluntary mental health groups and any other relevant organisations

Training

- Attend training events, conferences and other functions as necessary
- Accessing company policies and procedures and relevant legislation for group activities
- Identify training needs

Supervision

- To supervise and support volunteers as requested by the Manager
- To participate in regular supervision and appraisal of work to promote self-development and identify training needs
- To carry out duties as laid down by the Manager



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Health and Safety

- Ensuring a safe and secure environment and that the premises is kept in proper order
- Recording of incidents / accidents / implementation of health and safety measures and policies in relation to same
- Ensuring that best practices are maintained in all aspects of work for Limerick Mental Health Association

Person Specification

	Essential	Desirable
Qualifications / experience	<ul style="list-style-type: none">• Minimum of 2 years' experience working (paid and / or voluntary) in community development, charity work or related field.	<ul style="list-style-type: none">• Relevant third level qualification
Knowledge	<ul style="list-style-type: none">• Community development principles• Statutory mental health service and voluntary mental health sector• Funding and grant awarding agencies• Knowledge of peer support in community mental health	<ul style="list-style-type: none">• Current issues relevant to mental health / mental illness
Disposition / attitude / personality	<ul style="list-style-type: none">• Respect for people• Non judgemental• Confidential• Caring• Empowering	<ul style="list-style-type: none">• Flexibility• Humour• Energy• Capacity and willingness to learn
Skills	<ul style="list-style-type: none">• Participate as a team member• Good interpersonal communication skills• Written skills / report writing• Facilitation skills• Ability to work on own initiative• Ability to organise and prioritise one's own workload• Computer literate	<ul style="list-style-type: none">• Grant applications• Fund raising

Note: this job description will be regarded as 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.