



## **LIMERICK MENTAL HEALTH ASSOCIATION**

### **PART-TIME PERMANENT PROJECT TRAINING COORDINATOR**

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

The successful candidate must have a minimum of 2 years' experience working (paid and/or voluntary) in community development, charity work or a related field.  
**A full job description is included below.**

**Closing date for Application: 10.00hrs, Monday 10<sup>th</sup> January 2022**

Please forward your Curriculum Vitae with a covering letter to  
[lisa@limerickmentalhealth.ie](mailto: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*



LIMERICK

# Mental Health Association

**JOB TITLE: Project Training Coordinator – Part-time Permanent position (8 hours weekly)**

## **Development activity**

- Co-ordination / facilitation of activities
- Developing and coordinating databases for the establishment and rollout of programmes and training needs
- Working with the Manager and Community Worker for the smooth operation of member's engagement
- Creating fund-raising activities in line with member's needs
- Participate in internal / external meetings as required
- To work with the Manager on achieving the goals of the project

## **Reporting/Management**

- Working as part of a team
- Maintaining relevant databases and record keeping in line with company policy and procedure
- Reporting on events and recording minutes of meetings
- Reviewing marketing and communication media to ensure information is accurate and current
- Ensuring that all appropriate forms are completed by members
- Assisting with grant applications
- Complying with office procedures and office management of projects and activities as requested
- 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 required by the Manager

### 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 the work for Limerick Mental Health Association

### Person Specification

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

**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.