	<p><b>POST TITLE</b></p> <p><b>GROW AREA CO-ORDINATOR NORTHEAST REGION</b></p> <p><b>20 hours per week</b></p>
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**SECTION 1 - PERSONAL DETAILS**

**Please complete all sections in block capitals and in full. Failure to do so may eliminate you from our selection process.**

<b>Title</b>	<b>First Name</b>	<b>Surname</b>
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**PPS Number**

**Address**

<b>Telephones Numbers</b>	<b>Home</b>	<b>Mobile</b>
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**E-mail Address**

If your application is successful you will be required to own or have full use of a car and business class insurance.

<b>Do you have a full clean current driving licence? (Essential)</b>	<b>Yes</b>	<b>No</b>
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**Details of any endorsement(s)**

<b>Do you have access to a car and are you able to fulfil the mobility requirements of this post?</b>	<b>Yes</b>	<b>No</b>
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<b>Have you previously applied for a position with GROW in Ireland?</b>	<b>Yes</b>	<b>No</b>
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<b>Have you previously worked for GROW in Ireland?</b>	<b>Yes</b>	<b>No</b>
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If yes please list previous position you applied for.

<b>Are there any restrictions on your right to work in this country</b>	<b>Yes</b>	<b>No</b>
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<b>Are there any restrictions on your right to apply for any position funded by the HSE</b>	<b>Yes</b>	<b>No</b>
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If yes please give details.

**EDUCATION AND QUALIFICATIONS**Name and Address Of Second Level School

Qualification Level Obtained

Date Obtained

Name and Address Of Third Level College/University

Awarding Body

Subject & Grade  
Achieved (e.g. first  
class Honours etc.)

Date Awarded

Method Of Entry

**Membership Of Professional Body/Institute (please list all)**

Title &amp; Awarding Body

Level Of Membership

Method Of Entry

**ADDITIONAL EDUCATIONAL QUALIFICATIONS or TRAINING COURSES**

(Please use additional page if required)

Name Of College Or Training Centre	Course Title Content or Detail	Full or Part Time	Dates Attended	Qualification/& Title Of Award or level achieved

**Computer Competence - Please Tick As Appropriate to Indicate Proficiency in the Following**

Software Package	No Knowledge	Limited Familiarity	Extensive Use In Work Situation	Qualification (If Held) & Title Of Award
Microsoft Word				
Microsoft Excel				
Microsoft Access				
Microsoft Power Point				
Other				
Other				
Other				
Other				

Please list all previous employments with present or most recent employment first.

Employment/Experience Record							
Your Job Title			Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	
			If part time enter hours per week			_____	
Name, Address & Business Of Employer							
Telephone No. _____							
<u>From:</u>	Date	Month	Year	<u>To:</u>	Date	Month	Year
What Period Of Notice Does Your Current Employer Require?							
Brief Outline Of Duties							

**Previous Employment/Experience Record**

<b>Job Title</b>	<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/> If part time enter hours per week ____
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**Name, Address & Business Of Employer**

Telephone No. \_\_\_\_\_

<b>From: Date</b> <b>Month</b> <b>Year</b>	<b>To: Date</b> <b>Month</b> <b>Year</b>
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**Brief Outline Of Duties**

**Previous Employment/Experience Record**

<b>Job Title</b>	<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/> If part time enter hours per week ____
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**Name, Address & Business Of Employer**

Telephone No. \_\_\_\_\_

<b>From: Date</b> <b>Month</b> <b>Year</b>	<b>To: Date</b> <b>Month</b> <b>Year</b>
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**Brief Outline Of Duties**

<b>Job Title</b>	<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/> If part time enter hours per week    ____
<b>Name, Address &amp; Business Of Employer</b>	
Telephone No. _____	
<b>From: Date</b> <b>Month</b> <b>Year</b>	<b>To: Date</b> <b>Month</b> <b>Year</b>
<b>Brief Outline Of Duties</b>	
<b>Job Title</b>	<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/> If part time enter hours per week    ____
<b>Name, Address &amp; Business Of Employer</b>	
Telephone No. _____	
<b>From: Date</b> <b>Month</b> <b>Year</b>	<b>To: Date</b> <b>Month</b> <b>Year</b>
<b>Brief Outline Of Duties</b>	

<b>Job Title</b>		<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/> If part time enter hours per week    ____	
<b>Name, Address &amp; Business Of Employer</b>  Telephone No. _____			
<b>From: Date</b> <b>Month</b> <b>Year</b>		<b>To: Date</b> <b>Month</b> <b>Year</b>	
<b>Brief Outline Of Duties</b>          			
<b>Job Title</b>		<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/> If part time enter hours per week    ____	
<b>Name, Address &amp; Business Of Employer</b>  Telephone No. _____			
<b>From: Date</b> <b>Month</b> <b>Year</b>		<b>To: Date</b> <b>Month</b> <b>Year</b>	
<b>Brief Outline Of Duties</b>          			

Continue on a separate sheet if necessary.

**Additional Information**

Please Provide Any Other Details About Your Skills And Abilities Experience & Specialist Knowledge etc. That Are Relevant To This Position.

Please Say Why You Are Applying For This Position And What Qualities You Consider You Will Bring To The Position. Indicate How You Have Pursued Your Interest In This Area Of Work.

Please Give Examples of Work, Academic And Non Academic (Activities, Clubs, Societies, Voluntary Work) Where You Have Been A Member of a Team.

Where did you hear about this position? \_\_\_\_\_




Please give the name, address, telephone number and email address of two work referees. References from relatives will not be accepted.

Reference 1	Reference 2
Name	Name
Address	Address
Tel. No	Tel. No
Email	Email
Do we have your permission to contact this referee without further notice. YES <input type="checkbox"/> NO <input type="checkbox"/>	Do we have your permission to contact this referee without further notice. YES <input type="checkbox"/> NO <input type="checkbox"/>

**Please note.**

- Canvassing will result in immediate disqualification.
- The employer reserves the right only to interview on the basis of information supplied on the application form by candidates who meet the criteria established for the post.
- Your application will be held in a manual filing system for at least one year following the closing date for applications. After this period the file will be destroyed in accordance with GROW’s data retention policy.
- By completing and signing this application form you are consenting to the information above being held on you as outlined above. This information will not be disclosed to a third party unless required to do so under law.
- Any applicant found to have knowingly given false or inaccurate information or to have wilfully failed to disclose any relevant fact, will be excluded from the recruitment process or may be dismissed.
- It is a condition of our employment that all candidates under consideration for employment with GROW will be subject to Garda Vetting and reference checks.
- GROW in Ireland is an equal opportunities employer and has established policies and procedures designed to promote equality of opportunity we are committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion development or training irrespective of; gender, marital or family status, race, ethnicity or colour, disability, religious or political opinion, sexual orientation, nationality or age. Unprejudiced consideration will be given to all candidates. These policies are periodically reviewed to ensure that individuals continue to be selected, promoted or treated solely on the basis of merit and in accordance with the requirements of the job and the individual’s suitability to fill it.
- Successful applicants will be notified of their invitation to interview by email. We regret that if we receive a very large number of applications, unsuccessful applicants may not be notified by email.
- GROW provides facilities for any employee who believes that he/she has been treated unfairly within the scope of this policy to raise the matter through the normal grievance procedure.
- There will be a minimum six month probationary period associated with this role.
- It must be understood that should the position become redundant at any time during the period of the contract or if the funding for the post is discontinued or the post holder fails to perform satisfactorily, their contract may be terminated.
- Please ensure that you have completed all sections of the application form. Applications are by way of GROW application form and requested documents only. The onus is on candidates to submit all documents requested. Please do **NOT** forward any certificates or reference letters with this application form.
- Completed application forms along with a CV and a cover letter must be returned a) by email to [helenhogan@grow.ie](mailto:helenhogan@grow.ie) or b) by post to The Human Resource Manager, Ormonde Home, Barrack St. Kilkenny.
- Completed application forms and the cover letter must clearly state the post to which the application applies.
- Closing date is **STRICTLY, NO LATER THAN Friday 15<sup>th</sup> September 2017 @ 5.00 p.m.**

*"GROW's mission is to nurture mental health, personal growth, prevention and full recovery from all kinds of mental illness".*

	<p align="center"><b>GROW AREA CO-ORDINATOR JOB DESCRIPTION</b></p> <p align="center"><b>PART-TIME</b></p> <p align="center"><b>AREA CO-ORDINATOR</b></p> <p align="center"><b>NORTHEAST REGION</b></p>
<p><b>Employer:</b> GROW in Ireland</p>	<p><b>Place of Work:</b> Co. Meath Navan, Ratoath, Ashbourne &amp; Surrounding Areas</p>
<p><b>Remuneration:</b> €14040.00 p/a</p>	<p><b>Hours of work:</b> 20 hours per week</p>
<p><b>Benefits Include:</b></p> <p>Pension contribution; Access to an Employee Assistance Program; Access to HSF (Health Care Scheme); Access to Bike to Work Scheme; We operate a TWU/ TOIL system.</p>	

**Job Description**

A GROW Area Co-ordinator has a vital role to play in the development and maintenance of a network of GROW groups known as an Area Co-ordinator Unit. The position offers individuals the opportunity to facilitate GROW groups and be a member of a team that provides support to those who have suffered or are suffering from mental health problems. The GROW Area Coordinator's work is by its nature a complex and flexible job. The hours are irregular and often involve weekends, night-time work and travel. It requires the ability to work alone and to show initiative.

This is a three pronged role the primary areas of work are: a) within GROW groups, b) developing leadership and c) community development.

- To monitor the effectiveness of GROW groups to ensure that the groups are led by trained seasoned GROW members and are operating in line with authentic GROW principles.
- To empower and support group members in the maintenance, development and nurturing of good groups.
- To develop a knowledge and understanding of the GROW Program so that it can be integrated into each Area Co-ordinators work practice and shared with others to ensure that GROW meetings are well informed and efficient enabling all members to confidently undertake their role.
- To empower, enable, and encourage the development of GROW leadership and leadership projects, (e.g. Leadership Course) by running bi-monthly leadership meetings.
- As a GROW unit develops the Area Co-ordinator will be involved with planned outreach to promote, develop and integrate the work of GROW into the wider community through;

**Selection Criteria:**

Note: Criteria may be enhanced to facilitate shortlisting. The panel will shortlist only on the basis of information provided.

## **Qualifications**

### **Essential qualifications:**

- Leaving Certificate Standard or equivalent.
- A Diploma/Certificate (FETAC 5/6) in Mental Health, Social or Community studies.

### **Essential Driving Requirements**

- Full clean driving licence
- Business class insurance
- Full use of car

### **Essential Experience**

- Minimum two years demonstrable experience working with people who have suffered or are suffering from mental health problems and/or
- Minimum two years demonstrable experience of working with community groups

### **Skills & Abilities Required**

- Facilitation & support skills.
- Knowledge and understanding of mental health, mental illness and mental health services.
- Ability to resolve conflict in a positive way.
- Excellent observation, monitoring and reporting skills.
- Ability to empower, enable, and encourage the development of GROW leadership.
- An ability to empathise and motivate.
- Ability to empower others and delegate appropriately.
- Ability to contribute to the development of the region in terms of quality of groups and team goals is required.
- Excellent presentation skills with an ability to present to internal and external audiences.
- Ability to promote awareness of GROW, the GROW Program and the work of the organisation in the wider community and to advocate for funding/support for GROW.
- Willingness to engage in and support fundraising activities.
- Excellent IT skills including social media skills
- Ability to work with and through local media including local publications and local radio.
- Excellent interpersonal and communication skills.
- Ability to work well as a team member and also to work on own initiative.
- Excellent organisational and time management skills, with ability to work to deadlines and manage multiple conflicting priorities.
- Self-motivated, adaptable and flexible.
- Able to demonstrate a personal commitment to achieving goals.
- Ability to work irregular often night or weekend work which includes travel.
- Willing to become a member of a weekly GROW group to create an on-going development plan for his/her own life.

### **Medical and Garda Clearance and Reference Checks**

Appointment is subject to receiving Garda Clearance and Reference Checks. Applicants will be required to undergo a medical examination with a doctor of our choice prior to commencement of employment.