



Grow are currently seeking to recruit a:

**Area Co-Ordinator**

**15 Hours per Week**

**Based in Letterkenny, covering North Donegal**

**Closing date for Applications is 28<sup>th</sup> July 2019**

GROW is Ireland's largest community-based mental health organisation and has been helping people on the road to mental health recovery for almost 50 years.

We hold peer-support groups across Ireland each week. GROW groups follow a practical programme and provide mutual help and support to anyone experiencing mental health difficulties or struggling with their mental wellbeing. Meetings are free and confidential.

Besides weekly support meetings, GROW also holds free community education, workplace, carer, and young adult programmes.

**This role is user centred and its main focus will be the development of new groups and delivering Community Education Programmes in the Region**

The purpose of the role is to develop and maintain a network of GROW groups in the region known as an Area Coordination Unit. This role has specific duties and boundaries and is one of working with, empowering and facilitating others to enable the development of leadership within membership and the wider GROW community, which provides support to those who have or are suffering from, mental health challenges. Working with the NPC to ensure the quality of the Grow program within groups is adhered to. The role involves networking, building awareness of, and the promotion of GROW within the wider community. Initiating fundraising activity and advocating for funding/financial support for GROW in your Area Coordination Unit.

For more details on GROW in Ireland visit our website [www.grow.ie](http://www.grow.ie)

Attached is a job description for the role.

Application is by Cover letter and CV to [clionatynan@grow.ie](mailto:clionatynan@grow.ie)

Any queries relating to the role to [clionatynan@grow.ie](mailto:clionatynan@grow.ie) or contact Cliona Tynan on 01-840 8236

<b>Title</b> <b>Area Co-ordinator North West</b>		<b>Department</b> <b>North West</b>	
<b>Reports To :</b> <b>Regional Manager</b>		<b>Location</b> <b>Letterkenny covering North Donegal</b>	
<b>Contract Type : Fixed Term – 3 Years</b>		<b>Hours of Work:</b> <b>15 hours, includes evenings, some weekend work and travel</b>	
<b>Role and Context</b>	<b>Need to Do – Key Performance Indicators</b>	<b>Role Capabilities</b>	<b>Competencies</b>
<p><b>Purpose</b></p> <p><b>This role is user centred.</b> The purpose of the role is to develop and maintain a network of GROW groups in the region known as an Area Coordination Unit. This role has specific duties and boundaries and is one of working with, empowering and facilitating others to enable the development of leadership within membership and the wider GROW community, which provides support to those who have or are suffering from, mental health challenges. Working with the Regional Manager and the NPC to ensure the quality of the Grow program within groups is adhered to. Networking, building awareness of, and the promotion of GROW within the wider community. Initiating fundraising activity and advocating for funding/financial support for GROW in your Area Coordination Unit.</p> <p><b>Context</b></p> <p>The GROW strategy is formed around 5 initiatives and the role of the National Programme Coordinator is to fulfil their role with reference to these. These initiatives will change as the strategy develops and with it the context of this role.</p>	<p><b>Facilitation, Support, Mentoring and Training</b></p> <p>To play a vital role in the development and maintenance of a network of GROW groups in the region known as the Area Coordination Unit. To facilitate and support groups, empowering and enabling members to develop leadership skills within the group and the wider grow community To foresee problems and take preventative action To promote an open knowledge sharing environment, building knowledge and capacity throughout the organisation In line with the GROW strategy and the capacity building plan, to develop the skills of GROWers and other team members to build organisational capacity.</p> <p><b>Public Relations and Networking</b></p> <p>To work with other organisations in the local community in consultation groups</p> <p>To work with the CEO, Communications and Marketing to build networks and increase community awareness.</p> <p>To develop and maintain effective outreach programmes that link</p>	<p><b>Qualifications</b></p> <p>Knowledge of the Grow programme is essential</p> <p>Graduate is desirable Leaving Certificate Standard or Equivalent is essential A Diploma/Certificate (Fetac 5/6) in Mental Health, Social and/or Community Studies is desirable Qualification in Facilitation, Mentoring, Training, Conflict Resolution and Coaching is advantageous Knowledge of Community and Mental Health Movement in Ireland is desirable Training in Mental health Leadership is preferable</p> <p><b>Experience</b></p> <p>Previous multi location experience is desirable Knowledge of the national arena of mental health support is desirable. Interface at multiples levels of organisation and with external stakeholders is desirable Full clean driving licence and own car is essential Demonstrable experience of working with community groups and or working with people who have suffered, or are suffering from, mental health</p>	<p>Relationship Management- Develops relationships based on mutual respect and professionalism. Seeks win win outcomes with others. Offers and asks for help when needed. Keeps promises to internal and external personnel.</p> <p>Results orientation – Delivers against agreed objectives and in line with defines plans and deadlines. Ensures key priorities are given time and attention. Uses agreed process to get the job done in the right way. Shows attention to detail.</p> <p>Financial and Organisationally Aware – Numerate. Reviews own activities to ensure cost effectiveness. Keeps up to date with developments and new innovations.</p> <p>Impact and Influence – Communicates effectively and is a good listener. Keeps an open mind when listening to the view of others. Makes confident contributions to all situations.</p> <p>Working With Others – to reflect Grow’s people interaction principles. Works effectively as part</p>

<p>1. Services – providing quality cost effective peer support groups for members and information and education to the public</p> <p>2. Organisational Capacity -Build and strengthen GROW's organisational capacity</p> <p>3. Collaboration- Foster robust relationships with all stakeholders</p> <p>4. Governance and Regulation- continue to strengthen governance and reputation of GROW ensuring compliance with relevant statutory and regulatory bodies</p> <p>5. Funding and strategy – To source, fundraise and effectively manage our financial resources to fund the activities of the organisation.</p> <p>The Area Coordinator supports members using a person centred approach. This role reports into the regional manager.</p> <p><b>Relationships</b> It is an essential part of this role that the relationship between the 'GROWers' and GROW supports membership to wellbeing.</p> <p>This role reports into the regional manager.</p> <p><b>Essential Relationships</b> Group Members The Regional Manager</p>	<p>into the community and raise awareness</p> <p>To establish effective relationships and interaction with key important contacts with a view to highlighting the benefits of GROW to ensure and increasing funding for use in development of the services offered.</p> <p><b>Observation ,Evaluation, Monitoring and Reporting</b></p> <p>To observe, monitor and report on grow groups in collaboration with monitoring and evaluation.</p> <p>To research changing community and demographic trends and identify areas of growth in collaboration with the monitoring and evaluation coordinator</p> <p>To report against agreed targets as required</p> <p><b>Quality Assurance</b> To ensure programme standards and promote continuous quality improvement for GROW's prevention and recovery programme and other educational experiences..</p> <p>To evaluate programme goals, objectives and outcomes, introducing improvements as required.</p> <p>To interact professionally with members and co-workers at all times</p> <p>To complete administrative tasks in a</p>	<p>challenges. Experience of working in an inter-agency environment</p> <p><b>Skills</b> Advanced computer skills Excellent written and oral communication skills Excellent interpersonal and networking skills Flexibility and resilient character Motivated self-starter, adaptable and flexible. Ability to work with multiple, often conflicting Priorities. Ability to empower others and delegate appropriately Ability to develop others Organisation and Planning Ability to work alone and as part of a team. Inter and Intrapersonal Awareness and Skills</p> <p><b>KPI's</b> To be agreed with line management and the GROW organisation in advance of employment commencing</p>	<p>of a team while maintaining an ability to work alone and on own initiative. Shares ideas and information with the team. Responds helpfully and courteously to requests for information and help.</p> <p>Leadership – Takes responsibility when needed. Acts with initiative. Demonstrates energy and enthusiasm. Seeks opportunities to develop self.</p> <p>Planning and Organising – Prioritises workload effectively. Plans in activities to meet the Needs of others. Is thorough and pays attention to detail. Proactively plans use of time to minimise reactivity. Maintains a work life balance</p> <p>Resilience- Accomplishes set goals. Demonstrates a constructive approach when faced with obstacles. Committed to delivering the tasks required. Is resourceful and self-motivated.</p> <p>Analysis and decision making – Makes appropriate decisions in conjunction with the Regional Manager and other relevant parties Speaks confidently and coherently. Is able to analyse problems and propose suitable solutions. Is open to new ways of doing things. Able to identify opportunities in situations and evaluate the best course of action.</p>
--	--	---	---

<p>National Program Coordinator The CEO National Program Team The Regional Team Communications and Marketing Manager Monitoring and Evaluation Coordinator Other Departments to include HR, Finance</p> <p>External synergistic organisations The HSE The Recovery College Network New Grow Group Opportunities Statutory Organisations Non-Governmental Organisations Community and Voluntary Sector Agencies</p> <p><b>Other</b> The principle duties and responsibilities are subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time</p>	<p>timely and professional manner and to work with the national team to ensure adherence to legislation and protect the reputation of GROW</p> <p><b>Employee Leadership</b> To lead by example and in line with the organisation's staff interaction principles</p>		<p>Development Orientation – Seeks to continuously improve outputs for the benefit of GROW. Demonstrates a commitment to the authenticity of the GROW organisation. . Actively drives own development. Learns from experience. Has a curiosity to explore beyond one's own boundaries</p>
--	--	--	---