




*An Ireland where no one needs to navigate mental health challenges or life's struggles alone*

<b>Role</b>	Area Coordinator
<b>Reporting to</b>	Regional Area Lead
<b>About Grow</b>	<p>Grow Mental Health (Grow) is a community of people drawn together by our first-hand experience of mental health challenges. With over 60 years' experience supporting people in personal growth and recovery, we provide a space where people can tell their story in a confidential and friendly setting.</p> <p>Using a world renowned, evidence-based program, our members meet weekly, establish friendships, and begin their unique journey towards mental wellbeing. Funded by the HSE and fundraising activity, Grow operates through a national network of in-person and online peer support groups that encourage positive action through shared wisdom and practical guidance. Meetings are weekly, are confidential, open to all individuals over 18, no referral is needed.</p> <p>Employees work directly and indirectly with Grow groups and members of the public. The main types of direct work are encouragement of the peer support process which includes group member empowerment, connecting to resources, experiential sharing, building community, relationship building, group empowerment, skills building, mentoring, goal setting, self-esteem building and socialisation. The main types of indirect work are group planning and development, administration, awareness raising, fundraising, team communication, supervision, training, providing support, education, information gathering and verification.</p> <p>Whatever the role, Grow expects its employees to be familiar with the essence of the Grow community, that each individual is a unique and valuable person with potential to Grow. Grow employees are highly valued members of the Grow community, contributing their knowledge and skills and growing in expertise in their role.</p>
<b>About the Role</b>	<p>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. You will work as part of the Region and with other members of the national support team to lead the workplan driven by the organisation's strategic plan and objectives.</p>

<p><b>Guidance and authority</b></p>	<p>The job holder will report to the Regional Area Lead and is expected to operate with autonomy.</p> <p>The will work closely with theHead of National Programs, the National Program Officer and other members of the national support team</p> <p>The Regional Area Lead will be responsible for agreeing the priorities for this role in consultation with you. The nature of matters referred upwards include those;</p> <ul style="list-style-type: none"> <li>• where significant resistance is experienced in the development of good practice and implementation of policy or strategic objectives</li> <li>• where practice or proposed practice places stakeholders in a position of risk</li> <li>• where the decision will have a significant impact on the workload of others</li> </ul>
--------------------------------------	--

<p><b>Other Information</b></p>	<p>In addition to the duties and responsibilities listed above, the role holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such requirement/ change.</p> <p>At Grow, we are committed to our mission to create new hope and meaning by empowering people to develop their own positive mental health and it is important that all team members share our values of-</p> <p><i>hope, connection, inclusion, integrity, and support.</i></p>
---------------------------------	---

<p><b>Key responsibilities</b></p>	<p><b>EMPOWERMENT, SUPPORT, MENTORING, AND TRAINING</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• To facilitate and support groups, empowering and enabling members to develop leadership skills within the group and the wider Grow community</li> <li>• To foresee problems and take preventative action</li> </ul> <p><b>PROMOTION</b></p> <ul style="list-style-type: none"> <li>• To promote awareness of Grow and the Grow program in the wider community</li> <li>• To initiate and engage in fundraising activities to maximize income to Grow</li> <li>• To support fundraising for Grow.</li> </ul> <p><b>PUBLIC RELATIONS AND NETWORKING</b></p> <ul style="list-style-type: none"> <li>• To work with other organisations in the local community in consultation groups</li> <li>• To work with the CEO, Communications and Marketing to build networks and increase community awareness</li> <li>• To develop and maintain effective outreach programmes that link into the community and raise awareness</li> <li>• 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</li> </ul> <p><b>OBSERVATION, EVALUATION, MONITORING, AND REPORTING</b></p> <ul style="list-style-type: none"> <li>• To observe, monitor and report on grow groups in collaboration with monitoring and evaluation.</li> <li>• To research changing community and demographic trends and identify areas of growth in collaboration with the monitoring and evaluation coordinator</li> <li>• To report against agreed targets as required</li> </ul> <p><b>QUALITY ASSURANCE</b></p> <ul style="list-style-type: none"> <li>• To ensure programme standards and promote continuous quality improvement for Grow’s prevention and recovery programme and other educational experiences</li> <li>• To interact professionally with members and co-workers at all times</li> <li>• To complete administrative tasks in a timely and professional manner and to work with the national team to ensure adherence to legislation and protect the reputation of Grow</li> </ul>
------------------------------------	--

<b>About You</b>	<ul style="list-style-type: none"><li>• A Knowledge of the Grow Programme is desirable</li><li>• Diploma/Certificate (Fetac 5/6) in Mental Health, Social and/or Community Studies is desirable</li><li>• Knowledge of Community and General Mental Health in Ireland is desirable</li><li>• Qualification in Facilitation, Mentoring, Training, Conflict Resolution and Coaching is advantageous</li><li>• Excellent relationship building and people management skills</li><li>• Excellent written and oral communication skills</li><li>• Excellent interpersonal and networking skills</li><li>• A flexible and resilient character</li><li>• Motivated self-starter</li><li>• Ability to work with often conflicting priorities and on one's own initiative</li><li>• Organising and planning</li></ul>
<b>Org chart</b>	 <pre>graph LR; CEO[CEO] --&gt; HNP[Head of National Programs]; HNP --&gt; RAL[Regional Area Lead]; RAL --&gt; AC[Area Coordinator]</pre>



Area A	Area B	Area C	Area D	Area E	Area F	Digital Services
North Dublin	Longford	Tipp South	Kerry	Limerick	Donegal	Online
Meath	Westmeath	Waterford	Cork	Tipperary	Sligo	
Louth	Offaly	Kilkenny		Clare	Leitrim	
Cavan	Laois	Carlow			Roscommon	
Monaghan	Kildare	Wexford			Mayo	
	Parts of Dublin	Wicklow			Galway	
	Parts of Wicklow	Part of South Dublin				
<b>Proposed Regional Manager Responsible</b>						