

Job Title: Area Coordinator	Department: Western Region
Reports To: Regional Manager	Location: Working in the field and from home
Contract Type: Maternity cover –Part-time(Beginning October through to April 2023 minimum)	Hours of Work : 15 hours per week – Tuesday and Thursday with some flexibility required



Purpose of the Role

This role is person centred.

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 National Program Coordinator 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.

Role Capabilities

Qualifications

- Knowledge of the Grow programme is desirable
- 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
- Full clean driving licence is essential

Experience

- 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
- Demonstrable experience of working with community groups and or working with people who have suffered, or are suffering from, mental health challenges.
- Experience of working in an inter-agency environment

Skills

- Advanced computer skills. A Working knowledge of Mail chimp, Survey Monkey, Word press and Canva is desirable.
- Excellent written and oral communication skills
- Excellent interpersonal and networking skills to include social media
- Flexible and resilient character
- Motivated self-starter, adaptable and flexible
- 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

Knowledge of community networks supporting the promotion of Grow within the wider community. Initiating fundraising activity and advocating for funding/financial support for Grow in your Area Coordination Unit.

Empowerment, Support, Mentoring and Training

- 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

Promotion

- To Promote Awareness of Grow and the Grow program in the wider community
- To initiate and engage in fundraising activities to maximise income to GROW
- To support fundraising for Grow.

Public Relations and Networking

- To work with other organisations in the local community in consultation groups
- To work with the CEO, Communications and Marketing to build networks and increase community awareness

- To develop and maintain effective outreach programmes that link into the community and raise awareness
- 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

Observation, Evaluation, Monitoring and Reporting

- To observe, monitor and report on grow groups in collaboration with monitoring and evaluation.
- To research changing community and demographic trends and identify areas of growth in collaboration with the monitoring and evaluation coordinator
- To report against agreed targets as required

Quality Assurance

- To ensure programme standards and promote continuous quality improvement for GROW’s prevention and recovery programme and other educational experiences
- To interact professionally with members and co-workers at all times
- 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

Employee Leadership

- To lead by example and in line with the organisation’s staff interaction principles and the GROW Leadership Programme

This job description is subject to change as may be required by GROW from time to time

Signed By Employee:	
Date	