

Our vision is An Ireland where no one needs to navigate mental health challenges or life's struggles alone.

Role	Data Officer – Monitoring and Evaluation
Reporting to	Head of National Programmes
About Grow	<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 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>

About the Role	<p>To work closely with the CEO, Head of National Programmes, and other team members to develop and implement all Grow group monitoring recording and evaluation activities, ensuring that these activities meet the needs of Grow and our stakeholders.</p> <p>Responsibility for managing a wide range of data and reporting on this data based on the needs of various stakeholders such as the Management Team, Board, Regional Program Teams and the HSE.</p>
Guidance & Authority	<p>The job holder will report to the Head of National Programmes and is expected to operate with autonomy.</p> <p>The Head of National Programmes will be responsible for agreeing the priorities for this role in consultation with the role holder. The nature of matters referred upwards include those;</p> <ul style="list-style-type: none"> • where significant resistance is experienced in the development of good practice and implementation of policy or strategic objectives • where practice or proposed practice places stakeholders in a position of risk • where the decision will have a significant impact on the workload of others

<p>Key responsibilities</p>	<p>Data Analysis and Management:</p> <ul style="list-style-type: none"> • To manage and report on the Grow MH peer support group database using MS Forms and Microsoft Excel • Carry out data quality checks and make process/data collection changes to improve data quality • Conduct data cleansing and validation tasks on a weekly and monthly basis to ensure data accuracy • Report on key aspects of Grow's weekly peer support meetings including attendance at groups, membership numbers, number of meetings by region • Report on age and gender demographics of attendees that will inform Grow's planning and investment and support reporting to funding agencies. • To provide data to inform research reports, policy submissions, funding proposals and Board of directors papers for meetings. • To design MS Forms and paper surveys to extract data as required by Grow MH e.g. Annual Survey of Grow members/ Warwick – Edinburgh Mental WELLBEING Scale (WEMWBS) <p>Reporting</p> <ul style="list-style-type: none"> • To produce reports within set timeframes for different audiences e.g. Head of National Programmes, CEO, Board, Regional Managers, Regional Program Teams, the Program Team, Funders, the Annual Report • To manage the exporting data from MS Forms into Excel for further analysis • To present data in a clear and accessible way. E.g. using charts and tables • To compile data and information for Grow events e.g. The National Weekend and Regional Weekends, and conduct data analysis/ reporting on key findings <p>Development</p> <ul style="list-style-type: none"> • To keep up to date with learning from other research, both Irish and international and disseminate the key messages to staff as appropriate • To promote the value of research within Grow Mental Health. • To support other external research initiatives
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Other Information	<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 hope, connection, inclusion, integrity, and support.</p>
About You	<ul style="list-style-type: none"> • Educated to QQI Level 8 in a relevant discipline • Knowledge of Community and General Mental Health in Ireland • Excellent relationship building and people management skills • Excellent written and oral communication skills • Excellent interpersonal and networking skills • A flexible and resilient character • Motivated self-starter • Ability to work with often conflicting priorities and on one's own initiative • Organising and Planning • 2-3 years' experience of Advanced Excel • Proven experience of carrying out quantitative data analysis and presenting results in accessible formats for different audiences (charts, graphs, MS Powerpoint, formal reports) • Project management
Terms	<ul style="list-style-type: none"> • 11 month contract • 20 days Annual Leave to begin with and 25 days after 5 years • Flexible working hours • The ability to work remotely from home • Mileage allowance • Tuition
Org Chart	 <pre> graph LR CEO[CEO] --> HNP[Head of National Programs] HNP --> RMD[Regional Managers Data Officer - Monitoring & Evaluations] RMD --> ACA[Area Coordinators Administrators] </pre> <p>The organizational chart illustrates a four-level hierarchy. At the top is the CEO (dark blue box). An orange arrow points down to the Head of National Programs (teal box). Another orange arrow points down to the Regional Managers Data Officer - Monitoring & Evaluations (purple box). A final orange arrow points down to the Area Coordinators Administrators (orange box).</p>



Area A	Area B	Area C	Area D	Area E	Area F	Digital
North Dublin	Longford	Tipp South	Kerry	Limerick	Donegal	National
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				