

Job Title: Grow Groups- Data Officer	Department: National
Reports To: National Programme Co-ordinator	Location: Head Office, 5 Forest View, Forest Road, Swords, Co. Dublin or our Limerick office @ 33 Henry Street or working in a hybrid model from home/office . There will be Some travel throughout Ireland occasionally
Contract Type: Part Time - Permanent	Hours of Work: 25 hours per week



### **Purpose of the Role**

To coordinate the data management of Grow Mental Health Groups, monitoring and evaluating the Grow group work in support of Grow's mission and goals. To work closely with the CEO/National Programme Coordinator and other team members to develop and implement all Grow group monitoring and evaluation activities, ensuring that these activities meet the needs of Grow and our stakeholders.

### **Monitoring and Evaluation Strategy**

- Develop, implement, monitor and review the organisations Monitoring and Evaluation Strategy
- To understand the organisation's different stakeholder groups and put in place structures to effectively meet the monitoring and evaluation needs of each stakeholder group.
- To develop and implement in conjunction with the senior management team, annual and quarterly activity plans aligned with the organisation's M & E Strategic Plan and strategy.
- To work with the National Program Coordinator and the Management Team to develop an understanding of requirement for data as Captured by M & E.
- To monitor and evaluate all M & E activity, report on impact and use data to continuously improve M & E activities.

### **Data Analysis and Management:**

- To manage **the Salesforce** database, carry out data quality checks and report on key aspects of Grow's weekly peer support meetings including, participation, attendance at groups, age and gender that will inform Grow's planning and investment and support reporting to funding agencies.
- Conduct data cleansing and validation tasks on a regular basis
- Carry out systems administrator tasks for the salesforce database. E.g. updating records, setting up new users, making changes to fields and weekly back up. This will also involve liaising with an external agency that provides Salesforce support
- To design templates to record information and analyse data to provide an evidence base
- To interpret and analyse data to inform research reports, policy submissions, funding proposals and Board of directors papers for meetings.
- To design surveys to extract data as required by Grow e.g. Annual Survey of Grow members

### **Reporting**

- To produce reports within set timeframes for different audiences e.g. NPC, CEO, Board, Regional Managers, Regional Teams, the Program Team, Funders, the Annual Report and so on
- To manage the reporting of Salesforce data and exporting data 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 conduct data analysis/reporting on key findings

### **Development**

- 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

## **Role Capabilities**

### **Qualifications**

- A knowledge of the Recovery Principle in Mental Health desirable
- A relevant 3 level qualification in Social Policy or an equivalent field is desirable
- A proven track record in Salesforce administration, data analysis and reporting is essential

### **Experience**

- Familiar with the mental health landscape
- 2-3 years' experience of Salesforce administration and reporting
- Proven experience of carrying out quantitative data analysis and presenting results in accessible formats for different audiences
- Project management
- A knowledge of the community and mental health movement in Ireland and the civil society sector is desirable

### **Skills and Qualities**

- Ability to demonstrate strength of character in managing priorities of self and others
- Advanced computer skills with experience of using Salesforce and excel is essential
- Data analysis skills and an eye for detail
- Experience in monitoring and evaluation
- Creative and an ability to problem solve

- Ability to absorb the Grow program
- Ability to work as part of a team
- Excellent written and oral communication skills
- Excellent interpersonal and networking skills
- Flexible and resilient character
- Motivated self-starter
- Ability to work with often conflicting priorities and on one's own initiative
- Organising and Planning
- Inter and Intrapersonal Awareness

This role descriptor is subject to change at any stage, reflecting changes in Grow Mental Health

Signed By Employee:	
Date	