



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

<b>Role</b>	Regional Area Lead – Public Health HSE Dublin and North East
<b>Reporting to</b>	Head of National Programs
<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 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>	The purpose of the role is to work directly with the Head of National Programs, The National Program Officer, the Regional Program Team in the specific Region and the national support team to lead the work plan driven by the organisation’s strategic plan and objectives.
<b>Guidance and authority</b>	The job holder will report to the Head of National Programs and is expected to operate with autonomy. They will also work closely with the Regional

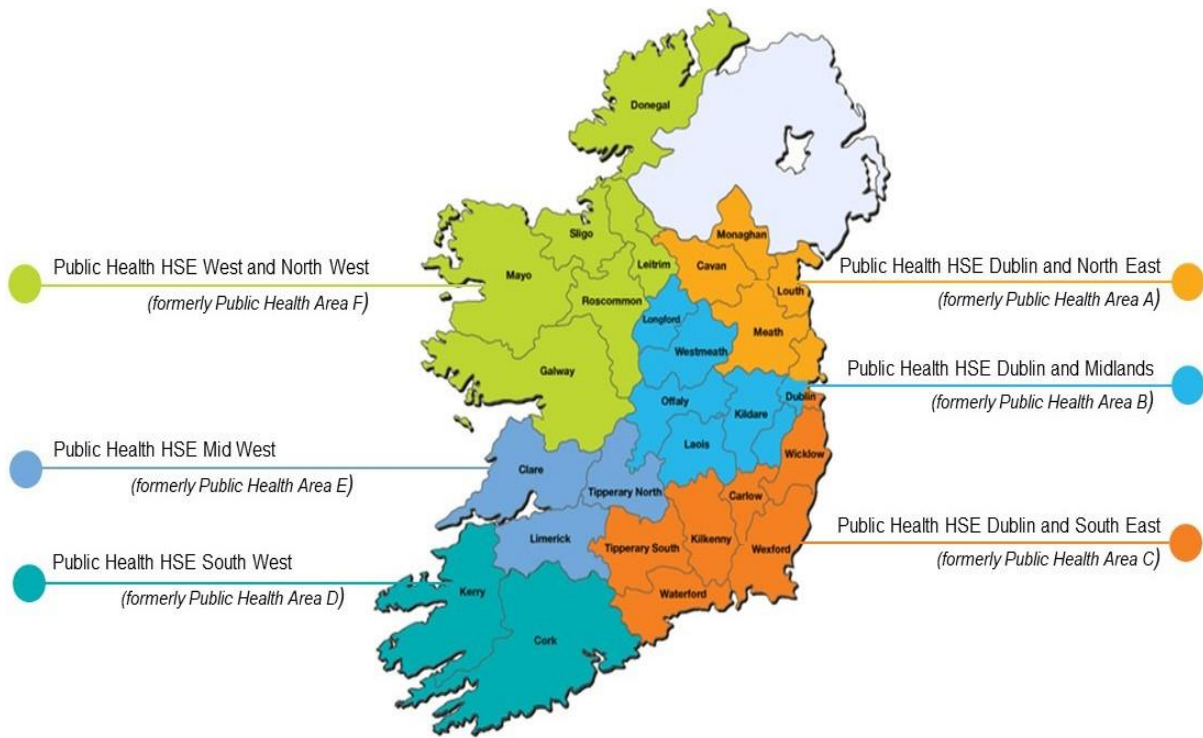
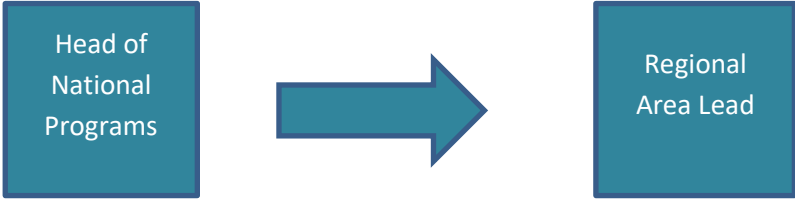
	<p>Program Team in their Region and attend those meetings when required. The Head of National Programs will be responsible for agreeing the priorities for this role in consultation with the role holder. The nature of matters referred upwards include those;</p> <ul style="list-style-type: none"> <li>– 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>
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<p><b>Key responsibilities</b></p>	<p><b>Groups</b></p> <ul style="list-style-type: none"> <li>• Develop and Empower Group Organisers and Recorders to ensure that each group has one of each in place</li> <li>• To support the provision of leadership with regional program teams throughout your region</li> <li>• Develop awareness and create engagement of Grow Group Members in Grow organisational activities</li> <li>• Connection to and visibility in groups</li> <li>• Working closely and in good relationship with your Regional Program Team</li> <li>• This role requires you to act as Area Coordinator for a minimum of 1 group in your region</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Management, development, and support of the Area Coordinators (AC's) and Administrators in your Region, including onboarding</li> <li>• Engagement of staff in clear reporting on agreed deliverables – see Clear Review for latest deliverables</li> <li>• To drive engagement in Grow Mental Health across your Regional area in conjunction with the People and Culture Manager and in line with the Grow strategy</li> <li>• To take responsibility for your regions Health Safety and Welfare in the workplace</li> <li>• To hold Performance Support and Personal development meetings 1 -1 monthly on clear review</li> <li>• To support the on call service as per the roster as required</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• To attend and contribute to HNP team meetings weekly</li> <li>• To hold Regional Area staff meetings weekly</li> <li>• To support and promote a knowledge sharing environment to help build information and capacity throughout the organisation.</li> <li>• Working with the Comms team to generate content for our communications platforms.</li> <li>• To maintain positive relationships with key partners and external stakeholders and act as a point of contact for funders as required- Networking, Promotion and Fundraising</li> </ul> <p><b>Membership</b></p>
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	<ul style="list-style-type: none"> <li>• To support those handling challenging situations as they arise in groups in your Region</li> <li>• To coordinate with the Regional Program Team regular O and R and Leaders Meetings in your Region</li> <li>• To work with the Regional Program Team in supporting Groups, Education Programmes, Regional and National Weekends</li> <li>• Working with the Volunteer and Member Support Officer to support volunteers in your region</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Working with the Head of National Programs and the Finance Manager to set the annual budget for your Region</li> <li>• In conjunction with the Head of National Programs, oversee your regional costs</li> <li>• Develop funding options in your region to meet member needs and to develop new groups and opportunities for the program.</li> <li>• To support the AC's in local fundraising activities</li> <li>• To agree funding for projects which support the overall strategic plan</li> </ul> <p><b>Change</b></p> <ul style="list-style-type: none"> <li>• Support change e.g. <ul style="list-style-type: none"> <li>○ The introduction of MS Forms and other related projects including the move to Regional program Teams</li> </ul> </li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Report on service bi monthly <ul style="list-style-type: none"> <li>○ Schedules and activity reports</li> <li>○ Visits to all groups (2 Per annum)</li> <li>○ Compliments complaints risks and Incidents</li> </ul> </li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To manage facilities in your region</li> <li>• To represent Grow at internal and external events as required</li> <li>• To highlight risk and act to mitigate according to the area of concern</li> <li>• Other legislative administrative and ad hoc activities</li> <li>• To help build capacity and to ensure compliance with relevant regulatory and statutory bodies in your Region</li> </ul>
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<b>Other information</b>	<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, support and change.</p>
<b>About You</b>	<ul style="list-style-type: none"> <li>– Educated to QQI Level 7 in a relevant discipline</li> <li>– Knowledge of Community and General Mental Health in Ireland is desirable</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>– Experience of working with finance, scheduling and reporting systems through Microsoft office 365 is desirable</li> <li>– Ability to work with often conflicting priorities and on one’s own initiative</li> <li>– Organising and Planning</li> <li>– Own Car and a full clean driving license is essential</li> <li>– Ability to travel to groups and other events nationwide by own car is essential</li> </ul>
<b>Terms</b>	<ul style="list-style-type: none"> <li>– €34,725.60 - 22.5 hours per week</li> <li>– Annual Leave -20 days per annum for the first 3 years and 25 thereafter (pro rata for part time).</li> <li>– A Grow company Pension scheme is in place</li> <li>– Flexible working arrangements are available</li> </ul>

**Org chart**



Public Area HSE Dublin and North East A	Public Area HSE Dublin and Midlands	Public Area HSE Dublin and South East	Public Area HSE South West	Public Health HSE Midwest	Public Health HSE West and North West	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				
<b>Proposed Regional Manager Responsible</b>						
Regional Area Lead	Regional Area Lead	MP	MP	MP	Regional Area Lead	Digital Supervisor