



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

Grow Mental Health is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, civil status, family status, sexual orientation, age, disability, race, religion, membership of the travelling community. Grow Mental Health is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact craigmoore@grow.ie

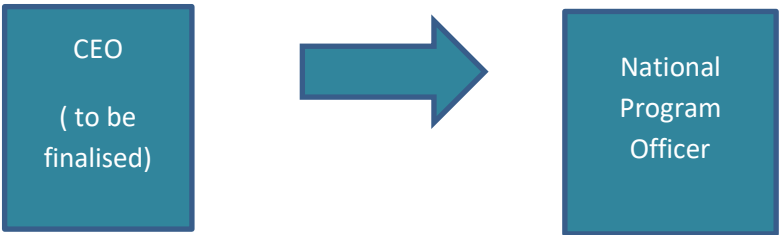
Role Descriptor	National Program Officer
Reporting to	CEO (this may change)

About Grow	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. 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, confidential, open to all individuals over 18; no referral is needed. 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. 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.
About the Role	The purpose of the role is to work directly with the Head of National Programs, The National Program Committee, Regional Program Teams and the national support team to lead the work plan driven by Grow's strategic plan and objectives. The NPO will be an inspiring leader, modelling the Grow Mental Health Culture, Values and Behaviours. The purpose of the role is to ensure the Grow programme is adhered to, delivered effectively, ensuring quality and consistency in keeping with Grow's ethos and culture. To develop programmes as required and in line with external markets. To ensure that those members, staff and volunteers delivering the programme are fully trained and to develop the skill set of this team to build organisational capacity and meet strategic initiatives.
Guidance and authority	The job holder will report to the CEO in the first instance and is expected to operate with autonomy. They will also work closely with the Regional Area Leads and

	Manager, Area Coordinators, and Regional Program Teams and attend those meetings when required. The CEO will be responsible for agreeing the priorities for this role in consultation with the role holder. They will support the work of the National Program Committee. The nature of matters referred upwards include those; – 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
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Key responsibilities	Program Analysis, Development, Design. Delivery Responsible for ensuring authentic peer support Grow groups by supporting and training staff, members and those who take on roles of responsibility in Grow in all matters program related. – To analyse the program training needs and identify short-, medium-, and long-term plans for the organisation. – To review, develop and maintain the Grow Mental Health Program, with the support of the National Programme Committee – To develop other programmes as required by Grow Mental Health. – To ensure that the Grow Program Training Manual is current and its content embedded in all people in Grow – To plan and deliver program training to staff, volunteers and members including program induction, refresher and new materials training – To promote an open knowledge sharing environment. – To organise and support the Peer Supervision process – To support the RAL/RM by providing guidance on Program related matters – To organise the Grow National Weekend – To manage any external evaluation of the Grow Program in conjunction with the National Program Committee and implement any recommendations approved – To ensure effective communication to Grow Group Members, Organisers and Recorders – To work closely and effectively with the various volunteer and staff departments in co-production
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	– To work closely with the Regional Program Teams nationwide and attend those meetings when required Public Relations and Networking To work with the Head of National Programs, Communications & Marketing, and others to build networks and increase community awareness. Research, Monitoring and Evaluation To research changing community and demographic trends and identify areas of growth in conjunction with the monitoring and evaluation coordinator Research innovations in design and delivery of material in line with an evolving climate. To evaluate and inform program goals, objectives and outcomes, introducing improvements as required. Quality Assurance To ensure programme standards and promote continuous quality improvement for Grow's Mental Health Program and other educational experiences in line with best practice and in cooperation with staff and volunteers Reporting To report against agreed targets as required. To Coordinate Incident, Compliment and Complaint Reporting as required including training of all in response to issues that arise
Other information	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. 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, change, and support.

About You	– Educated to QQI Level 7 in a relevant discipline – Member of IITD is desirable – A detailed knowledge of the Grow Program is highly desirable – Knowledge of Community and General Mental Health in Ireland is desirable – Excellent relationship building and people engagement 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 – Full clean driving license and own car is essential – Advanced computer skills – This role involves travel throughout Ireland
Terms	– Annual Leave -20 days per annum for the first 5 years and 25 thereafter (pro rata for part time). – A Grow company Pension scheme is in place – Flexible working arrangements are available
Org chart	 <pre> graph LR CEO["CEO (to be finalised)"] --> NPO["National Program Officer"] </pre>

Signed by:

Employee

Date:

Signed by:

Line manager

Date: