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**Job Description – HEADSUP Kildare Coordinator**

County Kildare Leader Partnership CLG are delighted to offerthis exciting opportunity for a dynamic and motivated individual who wishes to make a difference in the lives of men and in the wider community.

HEADSUP is an evidence-based mental health education and training programme for men who are finding life stressful, have issues with unemployment, feel isolated or lonely and wish to learn ways to improve their wellbeing. This group programme aims to encourage participants to make positive changes to their lives, develop resilience and offers support to access local services and supports.

In Kildare, the Programme is hosted and managed by County Kildare LEADER Partnership and is supported by an Interagency Group comprising of Statutory and voluntary organisations working across health, education, employment, welfare and social inclusion. Core funding for the HEADSUP Programme comes from HSE Mental Health Division CHO 7

HEADSUP Kildare offer a range of programmes and interventions to men across the county. These programmes aim to help develop the participants’ resilience and assist them to engage with local education, employment and mental health services so that they can be supported to improve their current circumstances. Heads Up Kildare programmes include

* 12-week programmes – 2/3 days per week
* 4-week taster programmes
* A Rural mental health intervention for men
* Peer Supporters
* Once off workshops

**The role of the Coordinator is to provide leadership, build strategic alliances, programme management and development in community-based responses to mental health challenges.  You will be highly organised, able to manage multiple projects and identify new opportunities and are driven by a desire to respond to the mental health needs to individuals in society.**

**Contract & Salary:**Fixed term contract to December 31st, 2022.

**Salary Range** €**46,081 –** €**52,955,** depending on experience.

**Probationary Period:**3 months

#### Specifically, the role includes:

**Project Management**

Develop and implement Heads Up strategies and workplan.

Oversee the recruitment and assessment of participants.

Develop a training plan for each cycle of the project

Raise the profile of the project and promote programmes

Develop and implement monitoring and evaluation systems.

**Staffing**

Lead a team of staff to include line management, supervision and support.

Engage and contribute as a member of the Coordination Staff Group with the line managers of all programmes managed by CKLP.

Engage external facilitators to provide specialists workshops/ information sessions.

**Interagency Collaboration**

Develop and maintain close and effective working relationships with organisations working with HEADSUP target group.

Provide regular progress reports to the programme’s Interagency Advisory Group

Provide regular reports and updates to the HSE CHO7 Steering Group and any other funders as required from time to time.

**Policy development**

Represent the experience of Heads Up at local, regional and national levels

Contribute to the strategic policies of County Kildare LEADER Partnership in relation to health and wellbeing

Keep up-to-date on national and international developments on mental health, especially in relation to our target group

**Financial Oversight**

Oversee the day-to-day financial management of the project

Identify funding opportunities and make applications

Prepare an annual budget detailing all aspects of the organisation’s activities and present at the beginning of the financial year

Liaise with the Financial Controller of County Kildare LEADER Partnership to ensure that budgets and financial reports are available to the Advisory Group and the Board of Directors.

**Person Specification**

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| **Skills and Attributes** | **Essential** | **Desirable** |
| Training and Qualifications | A recognised third level qualification in mental health, psychology, social sciences or a related field (Level 8) | WRAP level 1 and 2 training or another evidence based mental health recovery training. |
| Experience | A minimum of three years’ work experience in a similar leadership role.  Have experience of delivering programmes within mental health, psychiatric services or other areas such as community development, public health or health promotion  Have demonstrated capacity to achieve results through cross-sectoral working with multiple stakeholders  Experience in accessing funding and managing budgets | Ability to mobilise, inspire and motivate.  Ability to think strategically, shape strategic direction and to take and execute decisions |
| Knowledge and Skills | Knowledge and understanding of the evidence base related to suicide prevention and mental health promotion  Strong communication skills and the ability to manage multiple stakeholders and project priorities  A clear knowledge and understanding of mental health recovery principles.  An in-depth understanding of mental health challenges and complex needs of target group  Skilled in building relationships with both internal and external stakeholders and in working collaboratively  Innovative approach with the ability to identify and develop new and fresh ways to expand the programme that will further the Project’s aims and objectives.  Critical thinking and analytical skills  Excellent report writing skills and analysis  Financial literate | Knowledge of the supports and services available in Kildare.  Knowledge of the particular challenges experienced by men |
| Communication / Interpersonal Skills | Strong interpersonal skills and ability to build positive relationships with target group, agencies etc  Be dynamic, engaging, motivating, encouraging, inspiring and personable.  Proactive and highly organised, with strong time management, planning skills and attention to detail  Excellent IT skills, proficiency with MS Office Suite and other managerial IT systems. |  |
| Other requirements | Own transport  Full clean driving licence |  |