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**POLICY & RESEARCH INTERN (VOLUNTEER): JOB DESCRIPTION**

**Position:** Policy & Research Intern (volunteer)

**Hours:** Three days per week (21 hours)

**Duration:** Minimum of nine months

**Reports to:** Policy and Research Officer

**Location:** Coleraine House, Coleraine Street, Dublin 7

**About Mental Health Reform:**

Mental Health Reform (MHR) is the leading national coalition driving progressive reform of Ireland’s mental health system. With more than 50 member organisations and more than 10,000 individual supporters, Mental Health Reform is implementing an ambitious strategic plan to achieve fulfilment of peoples’ right to the highest attainable standard of mental health.

Mental Health Reform’s vision is for an Ireland where everyone with a mental health difficulty can recover their wellbeing and live a full life in the community. Our strategic goals for 2015-2017 are:

1. The Government ensures high quality community based, primary care and specialist mental health services are available and accessible to everyone in Ireland
2. The Government and HSE ensure a transformed system for governance and accountability
3. Government improves the social inclusion of people with mental health difficulties
4. The espoused values and principles of A Vision for Change exemplified by citizenship, partnership, recovery and respect underpin mental health service delivery in Ireland
5. Government ensures that children and adolescents have adequate, prompt access to a range of mental health supports to promote their mental wellbeing and address mental health difficulties at an early stage

The current social and political environment provides a unique opportunity to build a modern mental health system. Visibility of mental health as a topic of concern in the public domain has never been greater. Political interest in the issue of mental health has also increased, as evidenced by cross-party membership of the Oireachtas Group on Mental Health and successive Dáil debates on mental health during 2016. Public activism towards improving mental health services and preventing suicide has also surfaced in recent campaigns such as #OurStateOfMind, #IAmAReason and #InOurHourOfNeed, as well as in the national demonstration against a €12M diversion of funds in April of this year.

**Position summary:**

The Policy & Research Intern will assist the Mental Health Reform team in the organisation’s work to improve mental health services and ensure the social inclusion of people with mental health difficulties, with a particular focus on Mental Health Reform’s policy development and research activity.

The Policy & Research Intern will play an important role in conducting desk research, assisting in consultation with key mental health stakeholders across the country and in organising events.

Primary tasks for the Policy & Research Intern will be decided in conjunction with the Mental Health Reform team on the basis of the needs of the organisation and the experience, competencies and interests of the intern but could include:

**Assisting team members in:**

* Gathering evidence on good practice in mental health service delivery, both nationally and internationally
* Gathering evidence and monitoring developments on the status of mental health reform in Ireland
* Editing and writing policy and research documents
* Developing literature reviews
* Assisting in organising data collection for research projects
* Organising and supporting public consultation events, meetings and seminars
* Maintaining contacts databases
* Providing administrative support, including transcribing minutes, meeting notes and interviews and other administrative tasks

**Skills, knowledge and experience required:**

* A third-level qualification in a relevant discipline
* Fluent speaker and writer of English
* Excellent written and verbal communication skills
* Excellent organisational skills
* Research skills
* Keen interest in the area of mental health
* Strong administration skills
* Skill in Microsoft Office and databases
* Sense of humour
* Flexibility

The occasional evening and/or weekend work may apply. Time in lieu will apply for any out of hours work built up.

Please note that this is an unpaid voluntary position; expenses of €10 per day are provided.

**Application process**

To apply for the above post, please send your letter of application and up to date CV via email to Kate Mitchell, Policy & Research Officer at kmitchell@mentalhealthreform.ie.

If you have any queries about the position please contact Kate at the above email address, or phone 01 874 9468.

**The closing date for applications is 5pm, Monday 3rd March 2017.**

**Mental Health Reform is an Equal Opportunities Employer.**