



Mental Health Reform
Promoting Improved Mental Health Services

Innovation Programmes Coordinator

Job Description

Position:	Innovation Programmes Coordinator
Hours:	Full -time (37 hours per week)
Start date:	Immediate
Location:	Coleraine House, Coleraine Street, Dublin 7. MHR operates a hybrid working policy.

1. Position summary

This position sits in the Innovation Team. The role has responsibility for shaping and delivering MHR's innovation work. This includes effective project management, ensuring strong monitoring and evaluation, developing and ensuring strong stakeholder engagement, identify new opportunities and assisting MHR to deliver on its overall strategic goals. The current project portfolio includes "[Brave New Connections](#)," a collaborative initiative empowering Voluntary and Community mental health organisations to adapt their services in response to the ever-evolving post-pandemic landscape. Additionally, the role also oversees an exciting initiative that is supporting innovation and structural reform in the Youth Mental Health Sector. This role offers a unique opportunity to make a meaningful impact and be at the forefront of transformative change in the mental health field.

2. Reporting Structure

There is a layered supporting structure for this role. Project progress, strategic direction and updates will be reported to the CEO through the mechanism of the Innovation Steering Group. The HR management and project budgetary and report monitoring function will be fulfilled by the Operations Governance & Finance Manager:

3. About Mental Health Reform:

Mental Health Reform (MHR) is the national coalition driving reform of Ireland's mental health services and supports. Our vision is of an Ireland where everyone can access the support that they need in their community to achieve their best possible mental health. With more than 81 member organisations and thousands of individual supporters, MHR provides a coordinated voice to Government, its agencies, the

Oireachtas and the general public on mental health issues.

<https://www.mentalhealthreform.ie/>

4. Main responsibilities

a) Designing and implementing projects

- Ensure effective and quality implementation of MHR's innovation programme
- Identify, build and maintain strong relationships with key donors and partners
- Oversee the writing of management and donors' reports ensuring all reports are of high quality and submitted in a timely manner and in line with funding obligations.
- Manage and monitor, with the support of the Operations Finance & Governance Manager, the expenditure and disbursement of resources allocated to projects
- Regularly review expenditure to ensure conformity to financial procedures
- Participate in and support Steering Group and other project related meetings, including national and international travel
- Monitor and evaluate risks associated with the various projects and take appropriate action to control the risks
- Maintain systems and accurate records of the project in accordance with MHR's policies and procedures and donor grant agreements

b) Building MHRs innovation strand

- Maintain watching briefs on innovation in mental health, liaising with key stakeholders in order to identify and react to significant opportunities as they arise
- Overseeing and conducting research and analysis
- Contribute to the development of innovative fundraising strategies for raising awareness of and funding for MHR's innovation work among new donors
- Lead on development of programme ideas, developing them into quality grant proposals

c) Developing and strengthening partnerships

Develop and maintain a network of contacts to inform and increase the impact of our work.

- Consult regularly with members, people with lived experience, peer organisations, allies and other relevant actors in order to stay current with trends and to ensure that MHR's research, policy and advocacy agendas are responsive to these trends
- Represent MHR in cross-departmental consultative forums and at public events
- Identify and encourage opportunities for collaborative initiatives within the coalition, and with other stakeholders.

d) Assisting MHR to deliver on its overall strategic goals

- Work within the framework of the overall objectives and the policies and practices of MHR
- Ensure all work undertaken complies with data protection and GDPR rules
- Contribute to the promotion of equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of work
- Update MHR's contacts database
- Carry out other administrative duties as required
- Supervise staff, interns and/or volunteers as required
- Participate in relevant training and development courses as agreed with the Operations Finance & Governance Manager
- Undertake such other duties as might be reasonably assigned from time to time by the CEO
- Be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of the Operations, Finance & Governance Manager or Health & Safety Representative

5. The person

Skills, knowledge and experience required:

- A third-level qualification in a relevant discipline
- Satisfactory relevant experience in a project management role
- Experience in designing, setting up and coordinating monitoring & evaluation of a programme/project
- Experience of building strategic partnerships
- Understanding of the project cycle management
- Financial/budget management
- Excellent organisational skills with the ability to manage tight deadlines
- Fluent speaker and writer of English
- Proven exceptional communication and interpersonal skills, both verbal and written

Desirable:

- Experience in managing funding from a diversity of sources including EU, government funding and private sector donors.
- Knowledge/experience of the mental health ecosystem in Ireland
- Proven knowledge of innovation initiatives and digital advancements in mental health

Additional notes;

- This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisation's aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.

Terms and conditions:

- This is a fixed term, one-year contract subject to funding and completion of a probationary period.
- 37 hours per week.
- Salary is €40,000 - €50,000.

Mental Health Reform operates the following benefits for its employees:

- Defined contribution pension scheme.
- Hybrid working arrangements.
- Annual leave entitlement is 24 days, exclusive of public holidays, and 1 wellbeing day per year.
- Access to an Employee Assistance Programme.

Application process:

- Please email your **CV and cover letter** to info@mentalhealthreform.ie
- Requests for additional information can be sent to info@mentalhealthreform.ie
- Closing date for the submission of applications is **Wednesday 18th October at 5.00pm**

Mental Health Reform is an equal opportunities employer

For compliance purposes, Mental Health Reform will retain, for at least one year, all records arising from the recruitment process.