



Mental Health Reform

Promoting Improved Mental Health Services

Programme Officer

Job description and person specification

Salary & Benefits

- **Annual Salary:** €30,000 – €40,000, commensurate with experience
- **Contract Type:** 1 Year (fixed term contract)
- **Leave Entitlement:**
 - o 29 days per year (inclusive of annual leave, 4 company days and 1 wellbeing day)
 - o Public holidays
- **Pension:** Defined contribution pension scheme with employer contribution of 5%
- **Working Arrangements:** Hybrid working available
- **Wellbeing Support:** Access to an Employee Assistance Programme (EAP)

Reporting & Location

- **Reporting to:** Innovation Coordinator
- **Office Location:** Carmichael House, 4 Brunswick Street Nth, Dublin, D07 RHA8
- **Working Arrangements:** Full Time

Context for this Recruitment

Mental Health Reform's Innovation Team delivers projects designed to strengthen Ireland's mental health infrastructure and improve access to high-quality, equitable care.

The Children and Young People Mental Health Project (CYP-MH) seeks to strengthen collaboration between voluntary and community sector providers and statutory services to reduce unmet need and improve timely access to appropriate care. The project focuses on building collective capacity, generating evidence to inform investment and service planning, and supporting more integrated models of care within Ireland's evolving health system structures.

Role Purpose

The Programme Officer will support the Innovation Team in delivering the Children and Young People Mental Health Project and other innovation initiatives during the term of the contract.

Reporting to the Innovation Co-ordinator the role combines project coordination, research, and stakeholder engagement. The post-holder will support day-to-day project delivery, contribute to the implementation of key workstreams, and lead discrete elements of work as required.

This will include research activities such as mapping and analysing interagency initiatives, service models, and evidence-based interventions within the Irish children and young people's mental health sector and supporting engagement and communication with voluntary and community sector organisations and statutory stakeholders.

Specific activities will be agreed with the Innovation Team based on the needs of the projects and the skills and experience of the post-holder, in addition to the key responsibilities outlined below.

Key Responsibilities

1. Programme support and coordination

- Support the development and implementation of the objectives of MHR's innovation portfolio
- Establish, maintain, and develop strong working relationships with relevant project stakeholders
- Supports communication and dissemination activities through drafting of online content, including social media, in collaboration with MHR's communication team
- Carrying out other administrative duties as required
- Representing MHR externally when requested

2. Research and evaluation support

- Organisation of research-based events, such as consultations, focus groups, meetings and seminars (both online and in-person).
- Data analysis and drafting findings/reports
- Monitoring evidence and latest developments in relation to mental health and MHR's innovation programme and providing briefings when required

3. General Responsibilities – Supporting Strategic Goals

- Contribute to the delivery of MHR's overall strategic objectives
- Ensure all work aligns with data protection (GDPR), equality, diversity, and anti-discriminatory practices
- Participate in relevant training and development opportunities as agreed with the Innovation Coordinator
- Undertake other reasonable duties as assigned by the Innovation Coordinator or Senior Leadership Team
- Maintain awareness of Health, Safety, and Welfare risks in the workplace and report concerns appropriately

Requirements

Essential

- A third-level or postgraduate qualification in a social science or related discipline, or equivalent applied experience.
- Strong research and analytical skills, with experience in report writing.
- Experience in a project officer, project management, or project support role.
- Familiarity with the voluntary and community sector in Ireland and/or statutory services.
- Excellent written and verbal communication skills in English.
- Strong organisational skills, with the ability to manage multiple tasks and meet deadlines.

- Demonstrated ability to work effectively as part of a team.
- Interest in mental health policy, services, or related areas.
- Proficiency in Microsoft Office (Word, PowerPoint, Excel) and online video platforms.

Desirable

- Quantitative and qualitative research experience
- Familiarity with mental health issues in Ireland
- Familiarity with voluntary sector mental health services and supports
- Experience producing written work of publishable standard
- Experience organising events (online and/or in-person)

Terms and Conditions

- This is a 1 year fixed term contract (subject to ongoing funding and satisfactory completion of a probationary period)
- 37 hours per week, full-time, Monday to Friday
- Flexibility is required, as the role will involve attendance at meetings and events, and occasional work outside standard office hours

Application Process

- Please submit a CV and cover letter by email to info@mentalhealthreform.ie by 5.00 pm on **Friday, 13 March 2026**.
- In your cover letter, please clearly demonstrate how you meet the person specification and the core responsibilities of the role.
- Requests for additional information can be sent to info@mentalhealthreform.ie.

Selection Process:

The selection process will include:

- Shortlisting will be conducted against the person specification and core responsibilities, as demonstrated in the candidate's cover letter and CV.
- Competitive interview
- Reference check

Mental Health Reform is an equal opportunities employer