



Programmes & Research Officer

Job Description and person specification

Salary & Benefits

- **Annual Salary:** €30,000 – €40,000, commensurate with experience
- **Contract Type:** Permanent (subject to ongoing funding)
- **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: Policy & Research Manager

Office Location: Carmichael House, 4 Brunswick Street Nth, Dublin, D07 RHA8

Working Arrangements: Full Time

Role Purpose

The Programmes and Research Officer works within the Policy and Research Unit and supports the development and oversight of the evidence base underpinning Mental Health Reform's policy and advocacy work to improve mental health and related services.

Reporting to the Policy & Research Manager, the role contributes to the delivery of the organisation's strategic objectives by assisting with the planning and implementation of research programmes and projects, conducting high-quality research, and producing clear and accessible reports and analysis. The post-holder prepares policy submissions and briefing papers, and supports the planning and delivery of policy- and research-focused events, presentations, and stakeholder engagement activities.

Key Responsibilities

1. Develop and Build MHR's Evidence Base

- Design, conduct, and oversee research projects, surveys, and data analysis.
- Draft, edit, and disseminate research reports through events and other channels.
- Support strategic research partnerships and identify funding opportunities.
- Maintain the Research Advisory Committee and manage expert networks.
- Prepare high-quality donor reports on time.

2. Support Policy Reform and Implementation

- Prepare policy documents, position papers, speeches, and presentations.
- Manage policy programmes and research projects, including stakeholder consultations.
- Conduct desk research on national and international best practice.
- Develop relationships with policy and research partners.
- Monitor mental health policy developments and produce briefing papers, submissions, and updates.
- Organise policy and research events, including seminars and conferences.

3. Develop and Strengthen Partnerships

- Build and maintain academic and stakeholder networks to enhance MHR's impact.
- Consult with members, people with lived experience, peer organisations, and allies to stay current with trends.
- Represent MHR in consultative forums and public events.

4. 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 Policy & Research Manager
- Undertake other reasonable duties as assigned by the Policy & Research Manager or CEO
- Maintain awareness of Health, Safety, and Welfare risks in the workplace and report concerns appropriately.

Requirements

Essential

- Third level qualification in social policy, social science, human rights, public policy or other relevant discipline.
- Relevant experience in similar policy or research role.
- Experience in writing policy submission, policy papers and briefing documents.
- An understanding of the operational requirements for a successful research project.
- Experience in conducting qualitative research including data collection through focus groups and interviews and analysis of qualitative data.
- Competency using quantitative and qualitative analysis software (e.g. SPSS, NVivo).
- Fluent speaker and writer of English.
- An ability to work with initiative and autonomy, taking responsibility for a functional role within a small team.
- Excellent IT skills including Microsoft Word, Excel and PowerPoint.
- Excellent written and verbal communication skills and the capacity to tailor communications to different audiences.
- Excellent organisational skills including a proven ability to work to deadlines.

Desirable:

- Experience designing and conducting quantitative research to publishable standard.
- Experience in conducting participatory research.
- Experience in applied research.
- Experience presenting and disseminating research.
- Experience writing grant applications for research funding.
- Knowledge of mental health issues.

- Knowledge of Salesforce, Survey Monkey & Project Management tools such as Asana.

Terms and Conditions

- This is a permanent 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, 13th March**.
- 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