Programmes & Research Officer

Job description and person specification

Position: Programmes and Research Officer

Hours: Full-time (37 hours per week)

Contract Type: 1 year (fixed term contract)

Start Date: ASAP

Reports to: Policy and Research Manager

Location: Carmichael House, Brunswick St N, Dublin 7 (Mental Health Reform operates a hybrid system of remote working and in office working, see application form for further details)

1. Position summary

This position sits in the policy and research unit. This role oversees and develops the evidence base for Mental Health Reform's policy and advocacy work towards better mental health and related services. This includes planning and overseeing programmes or projects, including an initiative that is supporting innovation, structural reform and research in the child and youth mental health sector. The individual will also conduct research and produce reports, prepare policy submissions, briefing notes, and contribute to organising policy and research-based events and presentations.

2. About Mental Health Reform

Mental Health Reform (MHR) is Ireland's leading national coalition on mental health. Our vision is an Ireland with accessible, effective and inclusive mental health services and supports. We work towards that vision through coordination and policy development, research and innovation, accountability and collective advocacy.

With more than 80 member organisations and thousands of individual supporters, MHR gives a unified voice on mental health to Government, its agencies, the Oireachtas and the public.

As an independent coalition, we bring together the expertise of our members and the perspectives of people with lived and living experience to agree shared priorities and push for change. We engage constructively with government and statutory bodies while advocating independently, holding the system to account for implementing mental health policy and making real improvements in people's lives.

3. Key responsibilities:

a) Developing and building MHR's evidence base

- Designing, conducting and/or overseeing research projects, including conducting surveys, mapping work, and analysing results
- Supporting strategic research partnerships with external academic and VCS partners
- Building and maintaining strong relationships with donors and partners relevant to research projects
- Supporting and contributing to project related meetings, which may include travel
- Drafting and editing research reports
- Helping to progress the wider mental health research environment in Ireland
- Dissemination of research findings through launch events and other channels
- Scoping potential research projects, and identifying gaps and opportunities
- Supporting the identification of funding opportunities and making research grant applications
- Supporting the work of MHR's Research Advisory Committee and Research Interest Group and developing and fostering expert contact relationships
- Preparing donor reports, ensuring all reports are of high quality and submitted in a timely manner

b) Supporting the implementation of MHR's policy reform agenda

- Supporting the work of the broader team by developing and contributing to documents including position papers, concept notes, agendas, speeches, proposals, briefing papers and presentations
- Delivering agreed policy programmes and research projects, including consultations with relevant stakeholders
- Conducting desk research on international and national good practice and implementation of policy
- Proactively monitoring relevant developments in Irish and international mental health research, policy, and practice
- Organising policy and research events, including seminars, conferences, public meetings, etc.

c) Developing and strengthening partnerships

- Enabling and supporting multi-level stakeholder engagement as part of MHR project work, particularly the community and voluntary sector
- Developing and maintaining MHR's network of contacts in academia and policy to inform and increase the impact of our work
- Consulting regularly with members, people with lived experiences, peer organisations, allies and other relevant actors to stay current with trends and to ensure that MHR's research, policy and advocacy agendas are responsive to these trends
- Representing MHR in cross-departmental consultative forums and at public events

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 interns and/or volunteers as required
- Participate in relevant training and development courses as agreed with the CEO/Manager
- Undertake such other duties as might be reasonably assigned from time to time by the CEO and or Policy and Research Manager
- Be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of the CEO or Health & Safety Representative

4. The person

Skills, knowledge and experience required:

- Third level qualification in social policy, social science, human rights, applied social research, or other relevant discipline.
- Relevant experience in similar research role
- Experience in conducting qualitative research including data collection through focus groups and interviews and analysis of qualitative data
- Experience in writing policy papers and briefing documents
- An understanding of the operational requirements for a successful research project, including ethical processes and ethics applications
- 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 writing grant applications for research funding
- Knowledge of mental health issues
- Knowledge of Salesforce, Survey Monkey & Project Management tools such as Asana

Pay & Benefits:

The salary will be commensurate with skills & experience with the salary band 30k - 40k

Mental Health Reform operates the following benefits for its employees:

- A pension scheme.
- Annual leave 24 days, exclusive of public holidays, 1 wellbeing day per year.
- Hybrid working arrangement
- Additional 4 days of PTO per year (Good Friday & Christmas)
- Access to an Employee Assistance Programme

Additional notes:

- This job description is not a definitive list of tasks; rather it is designed to give an overview of the job.
- This is a one-year fixed-term position.
- Flexibility will be required as out of office work may be a feature of the role from time to time.
- All documentation received by Mental Health Reform will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Mental Health Reform in the processing of job applications and for ongoing administrative purposes with job candidates.

Right to Work in Ireland

Applicants must have the legal right to reside and work in Ireland at the time of application and must be entitled to maintain this right for the duration of the employment contract.

Application process:

Please email your CV and cover letter to info@mentalhealthrefprm.ie In your cover letter, please explain how your experience aligns with the role description

Requests for additional information can be sent to info@mentalhealthreform.ie

Closing date for the submission of applications is **Monday, 30th November at 5.30pm.** Late submissions will not be accepted.

Interviews are expected to take place the week starting **7th December**.

Mental Health Reform is an equal opportunities employer. Reasonable accommodations are available throughout the recruitment and selection process. Please let us know if you require any adjustments.