



Job description

Project Coordinator – Mental Health Engagement and Recovery (12 month contract)

The Mental Health Engagement and Recovery Office (HSE) is at an exciting phase in its growth, it is reviewing and renewing its person-centered focus. Would you like to be part of the change movement that is improving mental health services for all?

Genio is looking for a dynamic, personally motivated person who is as comfortable facilitating as they are managing multiple projects and writing professional reports. This role is an exciting one and offers a real opportunity to make a positive change.

Reporting to the Senior Project Manager, you will support organisational change efforts to strengthen and enable greater alignment across the health regions on mental health engagement and recovery.

In line with the national policy document *Sharing the Vision*, the role will provide project management support for the development of a national model for mental health engagement.

You will be responsible for project management aspects of this model, and other project work, and you will work closely with multiple stakeholders. Your role will be specifically responsible for:

- Writing and preparing documents relating to the Enhancing Engagement Project
- Facilitating consultation with stakeholders
- Pilot and Research Coordination
- KPI development
- Working group coordination

Required Competencies:

- Excellent project management skills
- Strong judgement and decision-making skills
- Excellent professional writing skills
- Strong IT skills (basic graphics and typesetting)
- Multi-platform communication skills
- Self-motivated

Favourable competencies

- Project management qualification
- Facilitation/Co-production experience
- Strong research skills

The project coordinator role will be contracted by Genio but will be integrated within the National Office of Mental Health Engagement & Recovery.

Location: Negotiable, availability to attend meetings at the MHER office in Lucan, Co Dublin, at least bi-monthly.

Salary: €51,528 per annum

To Apply: Potential applicants are invited to complete the application form on our website: <https://www.genio.ie/about-us/careers>

Closing date: Monday 27th March 2023 at 17.00pm

Queries: If you have any queries about the role, you may email in strictest confidence to louise.conlon@genio.ie

Interviews will be held within 2 weeks of the closing date.