

**Dublin North, North East Recovery College
Healthy Living Centre
School of Nursing and Human Sciences
Dublin City University**

Recovery College Co-ordinator

(Up to 2 years full time contract)

INTRODUCTION

Dublin City University in association with the mental health services (*Dublin North Nursing & Midwifery Planning & Development Unit, the School of Nursing & Human Sciences at DCU, Dublin North, North East Mental Health Services & the Regional Centre for Nurse Education*) will establish the Recovery College framework, infrastructure, core community partnerships and initial programmes delivery over an initial two year period.

The Recovery College will be based in the Healthy Living Centre, Dublin City University and programmes will be delivered there, in DCU, and in community venues throughout Dublin North, North East, HSE CHO area 9 & 8. DCU will be the project lead working with an established steering group comprising project partners and the Recovery College Co-ordinator.

This post offers the successful candidate the opportunity to work as part of a dynamic team interested in developing, delivering and promoting Recovery in the mental health field. This post will be based at the Recovery College, Healthy Living Centre, Dublin City University.

The Position

To coordinate the design, development and co-ordination of the Dublin North, North East Recovery College. The post holder will work with the Steering Group and key stakeholders in identifying and securing the resources to ensure establishment of the Recovery College.

The post will evolve over two phases: the first in coordinating the development of the Recovery College in year one; and the second embedding the infrastructure, policies and course/programme offerings in year two.

Working alongside the project team, operational group, steering group, community partners, students, peers, HSE staff, peer tutors the post holder will develop and coordinate:

- the college framework and operational infrastructure
- establishing a catchment wide partnership between service user, community groups and mental health services
- embedding a participatory community of practice that will use the college resources, provide input and evaluate the effectiveness of the programmes delivered
- a range of recovery focused programmes courses and workshops, including enrolment and support systems for students and tutors
- developing an online resource as a feature of the Recovery College
- Maintenance of partnership arrangements with community organisations.

The post holder will ensure the principles of recovery, co-production, co-delivery and co-learning are embedded in all college activities.

Key Responsibilities

- To ensure the smooth running of the Recovery College on a day to day basis, through the efficient administration of the project, including maintaining Individual Learning Plans, collation of feedback and evaluation systems.

- To work alongside staff from Dublin North East Mental Health Services, and other professionals, to promote and maintain a recovery focussed culture in the college.
- To maintain and develop new networks and partnerships across the community, including mainstream organisations, to develop co-produced courses/workshops and to improve opportunities for the social inclusion of mental health service users.
- Establish an online presence for the Recovery College for marketing and educational purposes
- To promote the ethos of Recovery College including a language of training and education, promoting the positive identity of student as an alternative to mental health service user and Recovery College courses as an alternative to mental health clinical groups.
- To engage and involve stakeholders (service users, family members, volunteers, and staff from all the partnership organisations) in the Recovery College through events and communications
- To oversee the ongoing recruitment, development training and supervision of the Recovery College Peer Tutors and Volunteers.
- To create and deliver project work plans and revise as appropriate to meet changing needs and requirements, ensuring that all courses/workshops are co-produced and co-delivered, adhering to the core principles of adult learning
- To co-facilitate courses/workshops with Peer and Mental Health Practitioner trainers
- To be responsible for the ongoing development delivery and monitoring of quality assurance systems
- Ensure ongoing review and development of consistent policies, procedures and good practice
- Ensure the efficient administration of the project, including maintaining progress and financial records and submitting project status reports to meeting the reporting requirements of funders

These are indicative duties and responsibilities and may evolve according to identified need.

Experience and Qualifications:

- Ideally the post holder will have an undergraduate degree or Master's degree in a relevant subject area to mental health and or community development
- Personal lived experience of significant mental difficulties, recovery and using mental health services, and ability to utilise this experience to provide education and mentoring to others
- Ideally a minimum 2 years of project management experience and skills
- Demonstrate experience in facilitating learning on educational programmes in University and NGO sector.
- A working knowledge of and commitment to mental health recovery principles and models of community participation including experience working in an expert by experience/peer role with a good understanding of the needs of people with mental health difficulties and ability to foster self-determination and self-care.
- Experience in developing and delivering recovery based mental health training and educational packages plus knowledge of adult education principles
- Demonstrable experience in facilitating learning on educational programmes in University and NGO sector.
- The post holder will have an established national leadership capacity within relevant networks – Service Users, Family Members, NGO bodies and/or Statutory Mental Health Services
- A demonstrable commitment to the integration of professional, family member and service user agendas experience/expertise in education, research and service development across a range of borders – professional/non-statutory; professional/service user, discipline, etc.

The competencies required for this post are:

Personal Effectiveness/Excellence: Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload. Always strives to achieve high standards in the completion of tasks and in approach to working with people

Teamworking: Working together in a supportive manner to share tasks and information. Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Shows respect for the contribution of others. Will respond positively with the team to the need for change.

Knowledge of the Organisation/Sector: The ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information.

Knowledge of Processes & IT: Shows a willingness to engage with processes and technology. Is familiar with use of accounting packages, processes and terminology.

Salary Scale: *€33,625 - €45,000 per annum

**Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

Closing Date - 8th April 2016

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 700 5149.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

Informal enquiries to:

Liam MacGabhann, Director of Academic Practice, School of Nursing & Human Sciences, DCU.

E-mail liam.macgabhann@dcu.ie

Tel: +353 (0)1 700 8805

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #291: Recovery College Coordinator Grade IV

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