



Peer educator (North Dublin Area) Job Specification Dublin North, North East Recovery College

Position Title:	Peer Educator
Reports to:	Recovery College Co-Ordinator
Location:	Healthy Living Centre, DCU, Glasnevin, Dublin
Hours:	16 Hours per week
Length of Contract:	11 Months Fixed Term Contact

The Recovery College takes an empowering and inclusive educational approach to mental health and wellbeing in the community. Founded in 2016, we aim to create a culture of mental health recovery in the North Dublin, Louth and Meath communities by providing transformative educational courses, resources and creative spaces that are accessible to anyone with an interest.

Purpose of Post

Working as part of a team, the Peer Educator will support the development and delivery of mental health recovery education, the co-ordination of day to day operations, communications, administration and evaluations of Recovery College Initiatives in the Meath Area. The Peer Educator will also work to assist broader college development throughout the entire catchment area, supporting meaningful student participation at all levels of course, college and community development.

Main Duties

- Support the day to day running of recovery college educational programmes and community initiatives.
- Build supportive relationships with partner organisations and individuals in the development & deliver of recovery college education and community initiatives.
- Develop and deliver co-produced recovery educational programmes.
- Update ongoing college and course evaluation processes.
- Maintain and develop networks and relevant partnerships throughout the community.
- Promote college initiatives and support the development of our communications strategy.
- Liaise with recovery orientated services, groups and individuals with a view to developing and strengthening partnership working.
- Administer and update relevant systems of documentation and record keeping.
- Attend and support regular team meetings relating to college development.
- Ensure all courses and initiatives have up to date learning materials & documentation.
- Report to the Recovery College Coordinator, and organisational structures.

Experience and Qualifications:

- A strong and demonstrable commitment to mental health recovery informed by lived experience.
- At least two years' work experience in a relevant field.
- Experience in developing and delivering recovery based mental health training and educational packages plus knowledge of adult education principles
- Relevant third level qualifications in a health, **education**, related field
- An understanding of the role of peer education in mental health recovery.
- Good communication and interpersonal skills
- Good IT skills including MS Word, Excel and Outlook
- Good organisational, numeracy and literacy skills
- A capacity to work on own initiative and also as part of a team

Continuous Professional Development support

- On-going regular supervision, guidance and mentoring.
- Facilitation skills training.
- Access to Recovery College Courses.
- The competencies required for this post are:
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 - 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
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 - 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.
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 - 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.
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- Knowledge of Processes & IT:
- Shows a willingness to engage with processes and technology. Is familiar with use of
- accounting packages, processes and terminology.

Salary

The **Salary Scale is €34,971 - €52,268 per annum** Pro Rata. Commensurate with qualifications and experience, this post is subject to Garda Vetting.

Informal Enquiries

Informal enquiries should be directed to John Kelly-Recovery College Co-Ordinator

john.w.kelly@dcu.ie Tel: 01 700 8887

Application Procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500 Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref: _#835 Peer Educator (North Dublin Area)

Applications should be submitted by e-mail 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

Applications by CV and cover letter to be submitted by email to The Dublin North, North East Recovery College coordinator: john.w.kelly@dcu.ie

Closing date for applications April 18th 2018