



Role	Human Resources Officer
Reporting to	People and Culture Manager
About Grow	<p>Our Vision – <i>An Ireland where no one needs to navigate mental health challenges or life’s struggles alone.</i></p> <p>Grow Mental Health (Grow) is a community of people drawn together by our first-hand experience of mental health challenges. With over 60 years’ experience supporting people in personal growth and recovery, we provide a space where people can tell their story in a confidential and friendly setting.</p> <p>Using a world renowned, evidence-based program, our members meet weekly, establish friendships, and begin their unique journey towards mental wellbeing. Funded by the HSE and fundraising activity, Grow operates through a national network of peer support groups that encourage positive action through shared wisdom and practical guidance. Meetings are weekly, are confidential, open to all individuals over 18, no referral is needed.</p> <p>Employees work directly and indirectly with Grow groups and members of the public. The main types of direct work are encouragement of the peer support process which includes group member empowerment, connecting to resources, experiential sharing, building community, relationship building, group empowerment, skills building, mentoring, goal setting, self-esteem building and socialisation. The main types of indirect work are group planning and development, administration, awareness raising, fundraising, team communication, supervision, training, providing support, education, information gathering and verification.</p> <p>Whatever the role, Grow expects its employees to be familiar with the essence of the Grow community, that each individual is a unique and valuable person with potential to grow. Grow employees are highly valued members of the Grow community, contributing their knowledge and skills and growing in expertise in their role.</p>
About the Role	<p>The purpose of the role is to manage the HR function in Grow Mental Health and to work directly with the People and Culture Manager to ensure delivery of the People and Culture work plan driven by the organisation’s strategic plan and objectives.</p>

<p>Guidance and Authority</p>	<p>The job holder will report to the People and Culture Manager and is expected to operate with autonomy. They will also be directed by the work of the People and Culture Committee. The People and Culture Manager will be responsible for agreeing the priorities for this role in consultation with you. The nature of matters referred upwards include those;</p> <ul style="list-style-type: none"> - where significant resistance is experienced in the development of good practice and implementation of policy or strategic objectives - where practice or proposed practice places stakeholders in a position of risk - where the decision will have a significant impact on the workload of others
<p>Key Responsibilities</p>	<p>This role is mainly responsible for the management and administration of Grow HR Activities which include:</p> <ul style="list-style-type: none"> - Time Management Systems - Recruitment and Selection Processes - Onboarding - Probation - Performance Support and Personal Development System - Management Reporting - Offboarding - Employee Relations - Employee Engagement - Employee Learning and Development - Policies and Procedures - Other legislative administrative activities <p>The role will also support the People and Culture Team in</p> <ul style="list-style-type: none"> - Delivering on the strategic objectives in conjunction with the People and Culture Manager and the People and Culture Committee - To drive engagement across the organisation through an engagement plan and calendar of events - Building organisational capacity and compliance with relevant regulatory and statutory bodies - To support the People and Culture Manager to develop and deliver a succession plan to meet future growth and changing demands - To develop resourcing plans to attract candidates with the right potential - To support and promote a knowledge sharing environment, building knowledge and capacity throughout the organisation.

Other information	<p>In addition to the duties and responsibilities listed above, the role holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such requirement/change.</p> <p>At Grow, we are committed to our mission to create new hope and meaning by empowering people to develop their own positive mental health and it is important that all team members share our values of hope, connection, inclusion, integrity, and support.</p>
About You	<ul style="list-style-type: none"> - CIPD qualified (or equivalent) - Knowledge of community and general mental health in Ireland is desirable - Excellent relationship building and people management skills - Excellent written and oral communication skills - Excellent interpersonal and networking skills - A flexible and resilient character - Motivated self-starter - Ability to work with often conflicting priorities and on one's own initiative - Organising and Planning
Terms	<ul style="list-style-type: none"> - €30,008.16 (3 days week – 21 hours) - 21 days rising to 25 after 5 years (pro rata for part time)

	<ul style="list-style-type: none"> - Contributory Pension - Flexible working hours - The ability to work a hybrid schedule - A contributory pension - Mileage allowance - Tuition assistance
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The information contained in this job description is a true and accurate reflection of the job as at the date specified

Grow reserve the right to amend this job descriptor in line with organisational change as may be deemed necessary from time to time.

Signed

Date

Dara Farrelly, HR Officer, Grow Mental Health, 5 Forest Mews, Forest Road, Swords, Co. Dublin, K67 XR 46, 018408236 or 0861300264