**South Dublin County Partnership**

**HeadsUp Programme**

**Panel of Facilitators**

**Introduction:**

South Dublin County Partnership is a Local Development Company primarily funded by the Irish Government to bring together local communities and state agencies to tackle the problems of unemployment and social exclusion. We develop projects and services to support sustainable and vibrant communities where people can realise their potential and experience a high quality of life.

South Dublin County Partnership seeks suitably qualified applicants for HeadsUp Programme Panel of Facilitators and Co-Facilitators.

**Background:**

Heads Up (formerly Mojo Programme) is an interagency programme managed by SDCP and mainly funded by the National Office for Suicide Prevention, developed to provide a coordinated response to men who are in distress. The programme aims to help develop the participants’ resilience and assist them to engage with local education, employment, community, and mental health services so that they can be supported to improve their current circumstance and wellbeing.

The HeadsUp Program is an educational program that is run over 12 weeks and runs on two mornings per week.

➢ The first morning focuses on mental wellbeing and resilience building, delivering the WRAP program, and inviting a number of local services that provide support on wellbeing in the community.

➢ The second morning focuses on adult guidance and access to engagement opportunities in the community. This session will be focusing on training, employment, educational supports and opportunities, volunteering etc and inviting a number of guest speakers from local organisations.

The key objectives are to provide a resource to men by way of a training programme that engages them two mornings a week and also to facilitate statutory and non-statutory organisations to work together. In working together to develop and facilitate HeadsUp it is expected that the organisations will become more familiar with each other’s services and in turn provide a more comprehensive response to men who find themselves in difficult situations.

HeadsUp South Dublin is now inviting applications from suitably qualified individuals with experience of working in the community, mental health, voluntary and enterprise sector. We aim to establish a training panel for a period of up to 24 months. As the need arises, we will contact people on the panel for an interview. We need a panel of individuals who can cover the following roles: Mental Health and wellbeing facilitators, and/or Life-planning facilitators.

**Mental Health and Wellbeing Facilitator**

**The role includes:**

➢ To facilitate the mental wellbeing and resilience building section of the program including delivering WRAP training over twelve weeks.

➢ Designing and delivering the sessions in accordance with the needs identified by the participants.

➢ To follow the Principles and Pillars for the HeadsUp programme and good practice protocol.

➢ Attending fortnightly HeadsUp team meetings, providing updates on the participant’s progress.

➢ Signposting Heads Up men to appropriate mental health services should an issue emerge while they are on the training programme.

➢ To help set up and organise meeting room, materials, and food for breaks

➢ To assist the Mental Health Lead in the development of the HeadsUp programme.

➢ To provide updates and information to the Mental Health Lead on emerging issues, and a weekly written evaluation.

➢ To provide weekly session plans and hand over documents.

**Suitable candidates must have:**

1) A recognised qualification in social care, psychology, psychotherapy, or a related field.

2) Completed level 1 and level 2 (WRAP) training.

3) A clear knowledge and understanding of WRAP principles.

4) An in-depth understanding of mental health challenges.

5) Experience of working in a group setting.

6) Competent in delivering psycho educational sessions.

7) Experience of developing session plans.

8) Strong interpersonal skills.

9) Excellent presentation and facilitation skills.

10) A particular interest in working with men.

11) Administration skills i.e. Power Point presentation, Excel and Microsoft Word and Report writing

**Life Planning and Wellbeing Facilitator**

**The role includes:**

➢ Leading and ensuring the effective operation of the Life Planning (adult guidance) sessions including identifying, liaising with, and supporting guest facilitators.

➢ Providing life planning to Heads Up participants in a group setting on a weekly basis.

➢ Designing and delivering the sessions in accordance with the needs identified by the participants.

➢ To follow the Principles and Pillars of the HeadsUp programme and adhere to good practice protocol.

➢ Developing an individualised life plan with each participant that includes learning, training, and occupational opportunities.

➢ To attend fortnightly HeadsUp team meetings throughout the course of a HeadsUp Program, providing updates of participants and progression plans.

➢ To attend a minimum two group supervision sessions per HeadsUp Program

➢ To provide updates and information to the HeadsUp Mental Health Lead on emerging issues, and a weekly written evaluation.

➢ To undertake agreed individual assessments with the participants when they start on the programme and prior to leaving.

➢ To keep a record of attendance.

➢ Other tasks may be given at the discretion of the Mental Health Lead.

**Suitable candidates must have:**

1) Recognised qualification in adult guidance, coaching, human resources or a related field.

2) Experience of working in a group setting.

3) Competent in delivering life-planning online.

4) Experience of developing adult guidance plans with individuals.

5) Strong interpersonal skills.

6) Excellent presentation and facilitation skills.

7) A particular interest in working with men.

8) Basic administration skills i.e. Microsoft Office Word and report writing.

Facilitators will be required to work on average 3-4 hours per week over a twelve week period for each HeadsUp programme.

**\*Please make sure you meet the stipulated criteria before applying.**

**\*\* Please state clearly in your application whether you are applying for Mental Health & Wellbeing Facilitator, Life Planning & Wellbeing facilitator, or either/both.**

**Application Process**

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send three copies of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with completed confidential form marked:

**HeadsUp Programme Panel of Facilitators Ref: 113/2023** to:

Administration & Operations Department

South Dublin County Partnership

Unit D1

Nangor Road Business Park

Nangor Road

Dublin 12

OR alternatively email your application to [jobs@sdcpartnership.ie](mailto:jobs@sdcpartnership.ie) – subject box to be marked:

**HeadsUp Programme Panel of Facilitators Ref: 113/2023**

Closing date for receipt of applications: **Friday 24th November 2023 at 5.00pm**

Note: no late applications will be accepted.

***South Dublin County Partnership is an Equal Opportunities Employer and* *welcomes applicants from a diversity of backgrounds.***