



SUICIDE OR SURVIVE

Eden Programme Coordinator (Part-Time)

The Eden Programme Coordinator is responsible for coordinating, facilitating, and supporting the delivery of Suicide or Survive's flagship Eden programme. The role combines programme coordination, participant engagement, group facilitation, administration, and risk management to ensure the delivery of safe, high-quality, recovery-focused educational programmes.

Reporting to	Clinical Manager
Salary	€65,000 (€32,933.33 pro rata)
Hours	Part- time, 19 hours per week
Location	Hybrid, depending on programme location and 1 day per month in our offices at Carmichael House, 4-7 North Brunswick Street, Dublin 7 office
Annual leave	25 days per annum (pro rata)
Closing date	Thursday 24 th September at 1pm
Interviews	Wednesday 7 th October 2026 (provisional)

ABOUT SUICIDE OR SURVIVE

Who we are

Suicide or Survive is a national charity working to prevent suicide and to break the silence that surrounds it.

What we do

We deliver facilitated group programmes rooted in lived/living experience which enable courageous conversations about suicide to happen. Honest conversations are the foundations of suicide prevention where people discover the power within themselves to be able to live with suicidal thoughts.

Why we do it

Suicide prevention is not just one part of what we do but it is the reason we exist. We believe that suicide prevention starts with honest and courageous conversations.

Vision An Ireland where people have the courage to speak about suicide, and the space to be heard, so that there is hope even on the darkest days.

Mission We work to prevent suicide through programmes grounded in courageous conversations, lived/living experience, and practical skill-building to support people to live with suicidal thoughts without being defined by them.

Suicide Or Survive's Values

Courage is our foundation. It takes courage to face the darkest days, to break the silence around suicide, and to keep going.

Hope is a possibility we hold open for others when they can't or don't want to hold it themselves.

Compassion is a quiet strength that is present in our words and action to every person in every moment.

Understanding is at the heart of our approach as we seek to listen deeply, honour lived/living experience and recognise that each person's path is their own.

Eden Programme

The Eden Programme, Suicide or Survive's flagship programme, is designed for adults who have experienced suicidal thoughts or attempts. Its primary goal is to help participants develop skills to monitor and manage their mental health, build supportive networks, and reduce the risk of suicide during times of crisis

ROLE PURPOSE

The Eden Programme Coordinator & Facilitator is responsible for coordinating, facilitating, and supporting the delivery of Suicide or Survive's flagship Eden programme. The role combines programme coordination, participant engagement, group facilitation, administration, and risk management to ensure the delivery of safe, high-quality, recovery-focused educational programmes.

The successful candidate will work closely with the Clinical Manager, National Programmes Manager, facilitators, and external stakeholders to ensure the programme operates in accordance with Suicide or Survive's values, service model, and best practice standards.

KEY RESPONSIBILITIES

EDEN PROGRAMME FACILITATION

- Participate in the recruitment, screening, and interview process for prospective programme participants.
- Conduct Person-Centred Planning (PCP) sessions with participants prior to programme commencement.
- Facilitate weekly programme sessions in accordance with programme schedules, organisational policies, and best practice guidelines.
- Prepare programme venues to ensure a welcoming, inclusive, and safe environment.
- Create a safe, supportive, inclusive, and recovery-focused learning environment.
- Build professional, respectful, and non-judgemental relationships with participants.
- Empower participants to explore and progress their individual recovery journeys.
- Provide one-to-one support where appropriate and agreed with programme leads.
- Offer additional participant support between sessions where required.
- Apply evidence-based approaches and, where appropriate, draw upon relevant lived or living experience to enhance programme delivery.
- Adapt facilitation approaches to meet the needs of diverse participant groups in both face-to-face and online settings.
- Take an interagency and collaborative approach when supporting participants.
- Participate in facilitator debriefs following programme sessions.
- Attend clinical supervision and all programme-related meetings as required, including pre-programme, mid-programme, and post-programme reviews.
- Liaise regularly with the Clinical Manager, National Programmes Manager regarding participant progress and programme delivery.

EDEN PROGRAMME COORDINATION

- Support participant recruitment in line with agreed eligibility and selection criteria.
- Maintain accurate, up-to-date, and secure participant records.
- Coordinate and manage all holistic meetings and Person-Centred Planning documentation.
- Ensure programme resources, materials, venues, and equipment are available and prepared for weekly delivery.
- Coordinate the preparation and distribution of programme handouts, workbooks, and participant materials.
- Maintain written records of programme debrief sessions and submit reports to the Clinical Manager as required. Produce programme reports at the conclusion of each programme.
- Provide timely updates to the Clinical Manager and National Programmes Manager as appropriate

ADMINISTRATION AND OPERATIONAL SUPPORT

Working closely with the National Programmes Coordinator, the post holder will:

- Manage programme administration and participant communications.
- Schedule holistic meetings and programme-related appointments.
- Send programme information, reminders, joining links, and follow-up communications to participants.
- Complete and maintain programme documentation and organisational forms.
- Correspond with facilitators, participants, and stakeholders as required.
- Maintain programme records using organisational databases and CRM systems.
- Assist in the development and updating of programme resources, educational content, and training materials.
- Support the preparation and submission of reports and programme data for evaluation purposes
- Assist with timetable planning and programme scheduling.
- Ensure the secure handling and storage of confidential and sensitive information.
- Utilise organisational systems and software platforms, including Microsoft 365 and Adobe applications.

CONFIDENTIALITY, SAFEGUARDING AND PROFESSIONAL PRACTICE

- Uphold the highest standards of confidentiality and data protection in accordance with GDPR, organisational policies, and professional practice requirements.
- Adhere to Suicide or Survive's safeguarding, risk management, and ethical frameworks at all times.
- Ensure all programme documentation is securely stored and maintained in accordance with organisational policies and legal requirements.
- Maintain professional boundaries and conduct in all interactions with participants, colleagues, and stakeholders.
- Participate in supervision, training, team meetings, and continuous professional development activities as required.
- Work in accordance with all Suicide or Survive policies and procedures.

ESSENTIAL CRITERIA

- A recognised qualification (Level 8 or higher) in Psychology, Mental Health Nursing, Counselling, Psychotherapy or a related discipline.
- Minimum of three years' experience facilitating mental health, suicide prevention, recovery-focused, educational, or therapeutic programmes.
- Demonstrable experience supporting individuals experiencing suicidal distress or mental health challenges.
- Strong understanding of recovery principles, person-centred planning, and trauma-informed practice.
- Demonstrable understanding of coproduction
- Experience coordinating and delivering group programmes.
- Experience conducting assessments, interviews, or participant screening processes.
- Experience managing sensitive information and maintaining confidential records.
- Experience using CRM systems and maintaining programme data.
- Proficiency in Microsoft Office 365 applications, including Word, Excel, PowerPoint, Outlook, and Teams.
- Experience facilitating online programmes using platforms such as Zoom and Microsoft Teams.
- Strong organisational, planning, and administration skills.

DESIRABLE CRITERIA

- Experience working within a mental health NGO or community-based mental health service.
- Accredited membership of a recognised professional body and adherence to its code of ethics.
- Lived or living experience of mental health challenges and/or supporting someone experiencing mental health difficulties.
- QQI Level 6 Award in Training, Delivery and Evaluation.
- Experience contributing to programme evaluation, research, or service development initiatives.
- Knowledge of recovery education and peer-informed approaches.

Skills and Attributes

- Strong alignment with the values and ethos of Suicide or Survive.
- Excellent interpersonal, communication, and facilitation skills.
- Ability to work independently and as part of a multidisciplinary team.
- Excellent time management and organisational skills.
- Strong professional judgement and risk awareness.
- Flexible, adaptable, and solution-focused approach to work.

- Commitment to equality, diversity, and inclusion.
- Full clean driving licence and access to transport.

Training

Applied Suicide Intervention Skills Training (ASIST) certification or willingness to obtain.

FURTHER DETAILS

- Probation period: 6 months, with a review at 3 months.
- This role is subject to Garda vetting in line with our safeguarding policy.
- Suicide or Survive is an equal opportunities employer and welcomes applications from all suitably qualified candidates.
- To apply, please submit a CV and cover letter to Joan Wall at recruitment@suicideorsurvive.ie by 1pm on Thursday 24th of September 2026
- Please note that applications without a CV and cover letter outlining how you meet the criteria outlined above will not be considered

Shortlisting will apply based on the criteria for this post.