**Jersey Recovery College**

**Application pack for Board of Directors**

About the opportunity

The Jersey Recovery College is looking to recruit a Director to join its Board and to lead the fundraising subcommittee. Our charity supports people across the island who experience mental health difficulties, their carers and the professionals that support them We are an independent charity and one of the new services commissioned from the Mental Health Strategy for Jersey 2016 – 2020.

We are looking for our new Board member to help continue to grow the college and to support with our fundraising strategy. The Board of Directors set the strategy for the organisation and oversee its implementation by our committed staff and volunteers. The Board is also responsible for ensuring that the charity is governed correctly in compliance with our Articles and Jersey law and is accountable for our financial performance and controls.

About jersey recovery college

Jersey Recovery College provides courses for those experiencing mental health difficulties, their friends, families, and the professionals that support them. Courses aim to improve knowledge, wellbeing and enable people to live fulfilling lives despite the presence of mental health difficulties.

Everything we do follows a co-production model. It means that people with lived experience work alongside professionals in an equal and reciprocal relationship to create something meaningful. All our courses are co-designed and co-delivered by a peer trainer, with lived experience of the impact of mental health difficulties, and a subject-matter professional.

Our values are hope, empowerment and opportunity and we work to principles of empathy, kindness, accessibility, and inclusion.

Jersey Recovery College is funded by the States of Jersey and donations from the community.

What we are looking for

We welcome applications from anyone who is passionate about mental health in Jersey and has expertise in fundraising. Energy and interest are key.

**Practical considerations**

The Board meets every two months in the early evening (currently on Mondays, 7pm to 9pm).

Fundraising subcommittee meets every two months for 2 hours.

Directors are expected to invest time into College fundraising and profile-raising events.

Directors provide guidance and support to the college management. Applicants must be over 18. Conflicts of interest must be disclosed on application.

How to apply

If you think you would be a valuable addition to our Board please complete the application form enclosed and return along with your CV to [hello@recovey.je](mailto:hello@recovey.je) or by post to Jersey Recovery College, Lincoln Chambers, 31 Broad Street, St Helier, Jersey, JE2 3RR by the **14th September.**

If you have any questions on the charity or Board please contact Beth Moore, Recovery College manager on beth.moore@recovery.je.

Interviews will take place in September/October.

Thank you so much for your interest in supporting our College.

**The Jersey Recovery College Board of Directors**

**Role Description**

**BOARD OF DIRECTORS – FUNDRAISING DIRECTOR**

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| Time commitment and specific responsibilities | Minimum requirements:   * The Board of Directors meets once every two months. * Fundraising subcommittee meets once every two months. * Additional workstreams which require a Director’s specific expertise. * Provide guidance and support to the College Manager when required.   Willingness to partake in the following is desirable:   * Attendance at key promotional events held by the College. |
| Tenure | Up-to three-year tenure. Reviewed annually. |
| Salary | Voluntary. |
| Overall responsibilities of Directors and Board | * Prepare for, attend, and contribute to board meetings and other commitments on behalf of the College including key promotional events. * Ensure the objects of the College are met. * Govern the charity in compliance with our Articles and Jersey law. * Be accountable for financial planning, reporting, controls, and performance of the College. * Ensure funds are appropriated in the best interest of the College. * Set the strategic direction of the College and regularly review performance. * Ensure staff structure and management meets the needs of the College. * Support the College Manager. * Monitor and review the effectiveness of operations, policies, strategies, risk, and business plans; recommend adjustments and/or changes where necessary. * Positively represent Jersey Recovery College at all times. * Champion fundraising activities for the College and promote the organisation to a wider audience of potential funders and beneficiaries. * Act as spokespeople for the College as required. |
| Additional responsibilities of specific roles | **Fundraising lead**  Additional duties to include:   * Lead fundraising subcommittee * Support College staff with fundraising and grant applications. * Aid with promotion of the college. * Advise Board on fundraising. |
| Required skills / attributes | * A passion for our service and cause is essential. * We require a mix of people with professional knowledge/expertise in areas. * We welcome applications from those with lived experience of mental health difficulties or experience being a carer of someone with mental health difficulties but this is not essential. * The ability to problem solve, ask difficult questions when required and make timely decisions. * A good understanding of Jersey and the community the Recovery College will be serving. * A good understanding of and empathy towards mental health issues and recovery. * A respectful and positive attitude towards everyone involved in the development of the college. * Good people skills are essential. * Experience in fundraising. |

Jersey Recovery College

Application form for Board of Directors

**Data Protection:** We collect, hold and in limited circumstances share your personal data in accordance with our Privacy Notice for Job Applicants (attached).

**Your contact details:**

|  |  |
| --- | --- |
| Full name: | |
| Address: | |
| Post code: | Telephone Number: |
| Email address: | |

**Emergency contact details** (Name and telephone number of person to contact in case of emergency):

|  |
| --- |
| Name: |
| Telephone Number: |
| Relationship to you: |

**Conflicts of Interest**

Please disclose if you are involved in any organisation that may be perceived as a conflict of interest to your role as a Director of the Jersey Recovery College. Examples may include those who deliver other mental health services, training courses, or wellbeing programmes. Please refer to our Conflicts of Interest Policy for guidance (attached).

Unfortunately, we are unable to offer positions to an elected member of the States of Jersey or anyone holding a senior position (Grade 15 and above) as an employee of the States of Jersey Employment Board.

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| --- |
| Please disclose the nature of the perceived conflict: |

**Additional considerations**

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| Please let us know of any difficulty which may make it hard for you to attend, or participate in our recruitment process: |

**Statement of suitability**

Why do you want to be a Director of the Board for the Jersey Recovery College and what do you think you can bring to the role and the organisation? Please include any relevant life experience and professional experience.

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| Please keep this to one page: |

**References**

We will require references as part of our final selection process. We will only request references once an offer has been made.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 1 (Professional reference)** | | **Reference 2 (Professional or character reference)** | |
| Relationship to you: | | Relationship to you: | |
| Name: | | Name: | |
| Address: | | Address: | |
| Post Code: | | Post Code: | |
| Tel. No: |  | Tel. No: |  |
| Email address: |  | Email address: |  |

**Keeping in touch**

If you have given us an email address we would like, occasionally, to share with you our latest Prospectus, news on new courses and other opportunities and development we feel may be of interest or benefit to you. In order to comply with data protection law we need your consent to do this. Please tick one of the following:

Yes, I am happy to receive emails from Jersey Recovery College; or

No, I do not want to receive emails from Jersey Recovery College (apart from course confirmations)

I confirm I am over 18 years old

**Declaration**

I declare that the details shown are correct and complete to the best of my knowledge. I can confirm that I am over 18. I understand that any false statements or the withholding of any relevant information may provide grounds for rejection of my application.

The information collected as part of this application will be used to assess your suitability for the role you are applying for. Details supplied on the form will be processed as per our Privacy Notice for Job Applicants (attached).

APPLICANT’S SIGNATURE:

DATE:

Please complete all details requested in this application pack and return with a copy of your CV to [hello@recovery.je](mailto:hello@recovery.je) by the 14th September or post it to Jersey Recovery College, Lincoln Chambers, 31 Broad Street, St Helier, Jersey, JE2 3RR.

**Thank you for your interest in Jersey Recovery College.**