Jersey Recovery College

Application Form

Operations and Bookkeeping Administrator

Please see details of the opportunity and role/s from page 6. Please read this before applying.

**Data Protection:** We collect, hold and in limited circumstances share your personal data in accordance with the Data Protection Jersey Law (2018), as outlined in 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 Operations and Bookkeeping Administrator 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 Government of Jersey or anyone holding a senior position (Grade 15 and above) as an employee of the States of Jersey Employment Board.

Should you be successful in this recruitment process you will be requested to complete a detailed declaration of interest form as part of our appointment paperwork.

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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:  |

Please complete the enclosed statement of suitability and submit [with your CV] to hello@recovery.je by **Friday 30th September 2022** or post it to Jersey Recovery College, Regus, Floor One, Liberation Station, Esplanade, St Helier, JE2 3AS

Statement of suitability

Why do you want to be the Operations and Bookkeeping Administrator 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.

*Please keep this to one page [and attach your CV].*

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Background checks

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: |  |

**Police check**

Should you be successful in this recruitment process, Jersey Recovery College will be required to complete a satisfactory police check before finalising your appointment. For more information on JRC’s approach to criminal record checks and disclosures please request a copy of JRC’s Safe recruitment: Criminal records checks and disclosures Policy from College Management.

**Consent**

Please advise if you consent to JRC keeping your personal details on file for six months from the close of the application as per our recruitment policy.

 Yes, I am happy for Jersey Recovery College to keep my application details on file for six months; or

 No, I do not want Jersey Recovery College to keep my application details on file.

**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 the enclosed statement of suitability and submit [with your CV] to hello@recovery.je by **Friday 30th September 2022** or post it to Jersey Recovery College, Regus, Floor One, Liberation Station, Esplanade, St Helier, JE2 3AS

**Jersey Recovery College**

**Application pack for Operations and Bookkeeping Administrator**

Jersey Recovery College (JRC) is looking to recruit an Operations and Bookkeeping Administrator to join our growing team.

The role includes assisting with the operations and administration function of JRC, supporting with HR and payroll, employee inductions and training coordination, and various projects from time to time. You will also provide community service support including semester planning and student communications.

It is a varied and interesting role within a dynamic mental health charity.

About Jersey recovery college

Jersey Recovery College (JRC) is a local mental health charity. It provides free education and training opportunities for those experiencing mental health difficulties and the families, friends and professionals who support them in Jersey.

JRC courses support adults to enhance their knowledge and understanding of mental health conditions, recovery, wellbeing and life skills. Courses are free to attend and are self-referral. All JRC courses work to provide hope, opportunity and empowerment to its students.

Every course is co-produced and delivered by a Peer Facilitator, with lived experience of mental illness, and a Practitioner Facilitator, with professional expertise in the topic area.

Jersey Recovery College was established in 2016 and is funded by the Government of Jersey and donations from the community.

What are we looking for?

We are looking for an individual with passion for our cause. Someone who can work as part of a team, but also manage working on their own. Bookkeeping, HR and scheduling experience is desired, along with strong administration skills and operations experience. Essential attributes include good people skills; excellent IT skills; and the ability to prioritise a busy workload.

Energy and interest are key. We welcome those with lived experience of mental health difficulties.

Applications

If you think you would be a valuable addition to our charity please complete the application form enclosed and return along with your CV to hello@recovery.je or by post to Jersey Recovery College, Regus, Floor One, Liberation Station, Esplanade, St Helier, JE2 3AS by **Friday 30th September 2022**.

If you have any questions on the charity please contact Sally Fox our Operations and Administration Co-Ordinator on 01534 505977 (Monday – Thursday).

Interviews will take place on either of the following dates;

* Monday 17th October
* Tuesday 18th October

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

**Role Description**

**OPERATIONS AND BOOKKEEPING ADMINISTRATOR**

|  |  |
| --- | --- |
| Title | **Operations and Bookkeeping Administrator** |
| Reports to | Operations Manager |
| Hours | 15 - 20 hours per week  |
| Contract details | Fixed term – 12 months, with view to going permanent |
| Key responsibilities | * Support with JRC operations function.
* Support with HR and Finance administration.
* Support with semester planning.
* Assist with enquiries to JRC.
* Positively represent JRC at all times.
* Commitment to proactively managing personal wellbeing.
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| Role description | **Operations and Administration**Assist the Operations Manager to proactively oversee the operational and administration functions of Jersey Recovery College.* Research costs and collate procurement quotes
* All stationery and office supplies are ordered and received in a timely manner including refreshments and cleaning items.
* Draft thank you letters and other correspondence in a timely manner and be responsible for all post.
* Attend meetings as required and take notes and draft / circulate minutes. Including the preparation of the monthly team meeting agendas.
* Assist with the creation of manuals and guides.
* Help to update and distribute policies.

**Bookkeeping Administration*** Scan and log electronic copies of all invoices and receipts.
* Prepare and process any banking.
* Complete weekly bookkeeping on Xero.
* Generate invoices for JRC and MHAW for approval.
* Support the Operations and Administrations Co-ordinator with payroll each month.
	+ Collating timesheet submissions.
	+ Updating payroll spreadsheet/ software.
	+ Updating pay run in Xero.
	+ Sending out payslips

**HR Administration*** Assist with recruitment for new roles including advertising and organising interviews.
* Arrange staff appraisals.
* Assist with onboarding new staff, volunteer, Associates and Board members.
* Assist with coordinating inductions and training for new employees and volunteers.
* Assist with keeping employees training up to date.

**Community Service Support** * Assist the Deputy CEO with semester planning, including the coordination of staff timetables and booking of venues
* Support on Access Planit (resource software) as required, for example, updating student attendance.
* Assist with data management and reporting for Quality Assurance purposes, via inputting, tracking of trends, etc.
* Support with preparing refreshments, printing and resources for courses.
* Point of contact for specialist supplies on community courses, ensuring all equipment is ordered and available in a timely fashion (e.g. Art Supplies)
* Support with student communications (course reminders, documentation dissemination, and other queries).
* Respond to enquiries in a helpful, diplomatic and tactful manner.
* Signpost enquiries to CEO and Deputy CEO when appropriate.

**Project work*** Work with other members of the Central team on any new projects that require assistance.

**Manage workload*** Ensure daily tasks and on-going workloads are prioritised.
* Maintain quality standards.

**Personal Development*** Proactively manage wellbeing and be open and honest with JRC management regarding your wellbeing.
* Attend and participate in all identified mandatory training.

**Other*** Positively represent and endorse Jersey Recovery College at all times.
* Ensure all duties are carried out in line with Jersey Recovery College policies.
* Carry out other duties appropriate to your role as required.
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| Required skills / attributes | * Passion for our service and our cause.
* Previous bookkeeping, HR admin and scheduling experience is desirable.
* Strong administrative skills to include:
	+ Excellent communication skills
	+ Excellent copy typing
	+ Accurate grammar, spelling and punctuation
	+ Accurate data entry skills
* Operational experience would be welcome.
* Good people skills are essential. To include:
	+ Excellent interpersonal skills
	+ Confident telephone manner
	+ Experience in dealing with the public face-to-face, via telephone and by email
* Excellent IT skills are essential. To include:
	+ Good working knowledge of Xero, Microsoft Outlook, Excel, Word, PowerPoint, and Sharepoint.
* The role holder will be able to work autonomously, managing their own workload with minimal supervision. They should also work well in a team. They will be punctual, reliable and flexible.
* The role holder will be able to work well under pressure and to demonstrate the ability to multi-task and to deal with frequent interruptions.
* The role holder will have a good working knowledge of GDPR.
* Entitled to work status is essential.
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