**Jersey Recovery College - Role description**

**Volunteer Administrator**

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| Title | **Recovery College Volunteer Administrator** |
| Reports to | Recovery College Operation and Administration Coordinator |
| Hours | 2-3 hours a week |
| Contract details | Voluntary |
| Key responsibilities | * Support the Recovery Central Team with administration tasks * Support with volunteer coordination * Manage accurate data and adhere to data protection and confidentiality principles. |
| Role description | The role will vary from week-to-week but will likely feature the following:  **Administration**   * Support with ordering stationary and office supplies * Draft thank you letters * Input course data * Organise and co-ordinate JRC social events   **Course support**  Support with course logistics such as booking venues / preparing materials  **Volunteer co-ordination**   * Support Operations and Administration Coordinator to maintain volunteer database * Support Operations and Administration Coordinator with requesting and collating volunteer references * Communicate with volunteer database * Organise volunteer event schedules/rotas and tasks * Co-ordinate resources for events such as leaflets, banners and stand.   **Other**   * To positively represent and endorse Jersey Recovery College at all times * To ensure all duties are carried out in line with Jersey Recovery College policies * To carry out other duties appropriate to your role as required * Be punctual and reliable |
| Required skills / attributes | * Passion for our service and our cause. * Strong administrative skills to include:   + Excellent communication skills   + Excellent copy typing   + Accurate grammar, spelling and punctuation   + Accurate data entry skills * Good people skills are essential. To include:   + Excellent interpersonal skills * Excellent IT skills are essential. To include:   + Good working knowledge of Microsoft Outlook, Excel, Word, Powerpoints, Sharepoint and OneNote * You will be able to work on your own * You will be punctual, reliable and flexible. * You will have a good working knowledge of basic data protection principles and understand the need to maintain confidentiality. |