**Jersey Recovery College – Application pack**

**Administrator – Temporary Role**

Thank you for your interest in applying to be an Administrator with Jersey Recovery College.

**The role:**

Jersey Recovery College (JRC) requires a skilled administrator to join our team until the end of January 2018 with a possible extension into February.

The role is ten hours a week which will be worked on a Monday, Wednesday and/or Friday (this can be discussed).

The role holder will support our charity in all administration matters including office administration, data inputting, event and volunteer coordination, course preparations and fundraising.

We need someone who is highly skilled in using Microsoft Office products (Excel, Word, PowerPoint, Outlook). Knowledge of SharePoint would be an advantage. We need someone who can manage a demanding and varied workload and is passionate about our cause. We will need the role holder to hit the ground running.

Entitled to work status is required.

**How to apply:**

In this pack there is a role description and application form. Complete the application form and return it with your CV to hello@recovery.je - by Monday 4th December.

**Important:** We will be **holding interviews on the 7th December**. We will notify applicants shortlisted for interview by the Tuesday 5th December, please, therefore, provide an email address / mobile number that we can get you on.

The role will begin **week commencing** **11th December**.

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

**Jersey Recovery College**

**Jersey Recovery College - Role description**

**Administrator – Temporary Role**

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| --- | --- |
| Title | **Recovery College Administrator** |
| Reports to | Recovery College Office Manager |
| Hours / salary | 10 hours per week. £15 per hour (plus 4% holiday entitlement).  |
| Contract details | Fixed term until 31.01.17 with the possibility of an extension(NB: the office won’t be open week commencing 25th December).  |
| Key responsibilities | * Support the Recovery Office Manager with administration tasks.
* Support with volunteer coordination.
* Manage accurate data and adhere to data protection and confidentiality principles.
* Assist with research projects.
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| Role description | **Administration*** Support Office Manager and Recovery College Manager with all administration functions.
* Support with ordering stationary and office supplies.
* Draft thank you letters.
* Organise and co-ordinate JRC events.
* Support College Manager on organisation of annual event in January.
* Assist with updating news articles for JRC website.
* Collate staff weekly timesheets.
* Support with co-ordinating staff training and bookings.
* Support on maintaining central database.
* Support with scanning.
* Support with keeping office tidy.
* Respond to enquiries in a helpful, diplomatic and tactful manner.

**Evaluations support*** Input all course evaluation data.

**Course support*** Support with preparing refreshments, printing and resources for courses
* Support with student communications (course reminders, documentation dissemination).

**Fundraising support*** Sit on fundraising panel.
* Support Office Manager with all fundraising activities.
* Proactively drive fundraising activities.

**Volunteer co-ordination*** Support Office Manager with volunteer programme.
* Co-ordinate resources for events such as leaflets, banners and stand.

**Other*** To positively represent and endorse Jersey Recovery College at all times.
* To be willing to work flexibly when required.
* To ensure all duties are carried out in line with Jersey Recovery College policies and processes.
* To carry out other duties appropriate to your role as required.
* Be punctual and reliable.
* To actively manage your own wellbeing.
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| 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, PowerPoint, 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.
* Entitled to work status is essential.
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**Jersey Recovery College**

 **Application form for Administrator role**

CONTACT DETAILS

NAME: ……………………………………………………………………………………………………………………….

ADDRESS: ………………………………………………………………………………………………………………….

TELEPHONE NO: ….………………………………………..….................................................................................

EMAIL: ……………………………………………………….……………………………………………………………...

Name & telephone number of person to contact in case of emergency

Name: Tel no:……………………………………………………….

Relationship to you: ..…………………………………………………………………………………………………….

I hold Entitled to Work status in Jersey (please circle)? Yes / No

Please complete the enclosed personal statement and submit with your CV to hello@recovery.je by the 4th December. Please note this is a fixed term contract until the 31st January 2018.

CONFLICT OF INTEREST

Please disclose if you are involved in any organisation that may be perceived as a conflict of interest to your role as an employee of Jersey Recovery College. Examples may include those who deliver other mental health services, training courses, or wellbeing programmes.

Please disclose the nature of the perceived conflict:

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Please note Jersey Recovery College completes police checks on all employees.

PERSONAL EXPERIENCE

Why do you want to be an administrator for the Jersey Recovery College and what do you think you can bring to the role and the organisation?

*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:  |  |

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| --- |
| DECLARATION |
| I hereby declare that the details shown are correct and complete to the best of my knowledge.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 shared with the Recovery College Steering Group. I understand that the Recovery College Steering Group will process this application subject to the Data Protection (Jersey) Law 2005.  |
|   Applicant’s signature: …..……………………………………………………………………………………………… Date:………….…………………………………………………………………………………………………………..Please complete this form and return to hello@recovery.je or post to Jersey Recovery College, Lincoln Chambers, 31 Broad Street, St Helier, JE2 3RR by the 4th December.  |