**Role description**

**Volunteer Research Assistant**

|  |  |
| --- | --- |
| Title | Jersey Recovery Volunteer Research Assistant |
| Reports to | Operations and Administration Coordinator / Recovery Lead |
| Hours | Flexible – as & when required |
| Contract type | Voluntary |
| Key responsibilities | * Research area of interest in Mental Health / Wellbeing field. * Work within the spirit of co-production in all aspects of the role. * Promote and deliver principles of recovery in all you do. |
| Role description | **Research area of interest in Mental Health / Wellbeing field**   * To work on an area of interest based on student feedback * Develop the theoretical basis of courses on most recent evidence base & current thinking * To ensure course materials are in line with College’s quality assurance standards, including updating any relevant statistics. * Contribute to catalogue of robust courses that can be taken and developed by practitioner & peer facilitators     **Work within the spirit of co-production in all aspects of the role**   * Work with mentor & central team to create a plan & achieve goals. * Bring energy and positivity to working within the co-production model.   **Promote and deliver principles of recovery in all you do**   * Provide a positive role model and inspire hope. * Respect individuality, diversity and ethics of students. * Keep up-to-date with developments in mental health. * Promote recovery-based language. * Adhere with JRC’s Code of Conduct.     **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 and processes. * Attend compulsory training. |
| Required skills / attributes | * Passion for our service and our cause. * An understanding of recovery in mental health and commitment to working within a recovery-focused framework. * An understanding of the principles of co-production. * Self-awareness, empathy and compassion are required. * Strong administrative and organisational skills. * Working knowledge of Microsoft Outlook, Excel, Word, Powerpoint, Sharepoint are desirable. * Ability to work on your own and as part of a team. |