

**Role description
Volunteer Research Assistant**

Title	Volunteer Research Assistant
Reports to	Operations and Administration Coordinator / Clinical & Wellbeing Lead
Hours	Flexible – as and when required
Contract type	Voluntary
Key responsibilities	<ul style="list-style-type: none"> • Research area of interest in Mental Health / Wellbeing field. • Develop research into JRC research proposal. • Work within the spirit of co-production in all aspects of the role.
Role description	<p>Research area of interest in Mental Health / Wellbeing field</p> <ul style="list-style-type: none"> • To work within a mentoring relationship with a JRC Peer Trainer • Research an area of interest based on student feedback • Develop the theoretical basis of courses on most recent evidence base and 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 co-trainers and peer trainers • Attend a JRC course to understand the service <p>Develop research into JRC research proposal</p> <ul style="list-style-type: none"> • Follow the guide for 'Developing new courses with JRC' • Complete 'JRC research proposal form' <p>Work within the spirit of co-production in all aspects of the role</p> <ul style="list-style-type: none"> • Work with mentor and JRC central team to create a plan and achieve goals. • Bring energy and positivity to working within the co-production model. <p>Other</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Passion for our service and our cause. • Good research and writing skills. • 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.