**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.
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| 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
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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, 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.
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