**Role description**

**Volunteer Research Assistant**

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| 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.
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| 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.
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| 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.
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