

Job Description and Person Specification

Main Responsibilities

The Recovery College Administrator will be responsible for the establishment and maintenance of effective administrative systems to satisfy all legal requirements and which ensure the smooth day-to-day running of the college. More specifically, responsibilities will include:

- General administrative duties including reception duties for the Recovery College, e.g, answer the phone, check e mail boxes, answer queries and respond to any drop in enquiries or visitors.
- To deliver an inclusive and efficient enrolment process for new students, including booking Individual Learning Plan (ILP) appointments
- To prepare course packs containing all the necessary materials, documentation, and equipment, and ensure Facilitators receive
- To support the organisation and running of Recovery College events
- To store and monitor data, input data into the database, create and maintain student profiles and record all student engagement
- To monitor and report on course attendance; support the collation of feedback and evaluation
- To support and maintain up to date all college communications, including the website and social media; ensure that notice online and physical boards and displays are current and engaging
- To be responsible for regular stock takes and ordering necessary items and equipment
- To manage student and Facilitator expense claims
- To carry out any other administrative duties required to ensure the smooth and effective running of the Recovery College
- To support and maintain Peer Support Worker records, including DBS checks

This job description is likely to change over time, subject to discussion with the post holder, and in line with the expectation of funders and the strategy for the organisation agreed by the Board of Trustees.

Person Specification: A commitment to recovery practices and empathy with people with mental health and other problems is vital. Stepping Stones also needs people who can cope with limited resources, seize opportunities, and think creatively. Awareness of the stigma and other issues surrounding mental illness is important, but if necessary, training will be offered. You will be expected to put forward your ideas, to challenge areas where the college can improve, and to contribute to its ongoing success. The role also requires that you can work in potentially sensitive areas.

<u>Person Specification</u>		
Qualifications	Essential	Desirable

Good standard of education	√	
IT/administration related qualifications		√
Skills.		
IT and computer literacy skills; experience of using databases	√	
Self-confident and ability to work on own initiative, but with the ability to seek assistance and support when necessary	√	
Excellent time keeping, management and organisational skills	√	
Good listening, communication, and interpersonal skills; an ability to deal with students and facilitators in a friendly and supportive manner, face to face and over the phone and in written communication	√	
Able to represent the College and the Partnership at external events	√	
Knowledge		
Understand or prepared to learn the values and principles of the Recovery Model and Recovery College	√	
Knowledge of local health and social care systems		√
Experience		
2 years' experience in an administrative role		√
Experience in a mental health setting		√
Experience in marketing or promotion		√
Driving licence and access to own vehicle		√

Other

- *Health and Safety:* Take reasonable care for the health and safety of yourself and of others who may be affected by your acts or omissions at work; and co-operate with the college to perform or comply with its duties under statutory health and safety provisions.
- *Safeguarding responsibilities:* At all times, to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults
- *Equal Opportunities:* To take positive action to ensure a thorough understanding of and positive commitment to equality in both course delivery and employment practices.
- Any offer of employment is subject to a satisfactory Disclosure and Barring Service.
- This post will be offered on a 1 months' notice period.

- There is a probation period of six months and permanent employment will be subject to you completing your probationary period to the satisfaction of the Stepping Stones Steering Group.

If you would like to apply for this job, please contact Bernadette Fisher:

bernadette@ellwood-net.co.uk

Or call: 07860145065

The closing date for applications is January 31st, 2021