

JOURNEYS

JOB DESCRIPTION

Title: **Communications Assistant**

Responsible to: **Executive Officer**

Hours: **21 hours per week**

Salary: **£8.50 per hour**

MAIN PURPOSE OF POST

To assist the Executive Officer and the Groups and Training Officer in developing and administering our programmes.

KEY AREAS OF RESPONSIBILITY

Administration of the Journeys charity

Assist with proposal preparations.

Provide advice to Executive Officer and Training and Groups Officer concerning relevant issues.

Participate on inter-agency and community committees.

Consult with client groups to identify needs.

Consult with boards, communities and organisations to identify needs.

General Administration

Assist in operating all office systems correctly.

Maintain office supplies and stationery stocks for all activities, including training courses.

Provide cover for the Executive Officer in his/her absence.

Organise and provide support for promotional and fund-raising events and other activities.

Service Provision and Monitoring

Assist in the monitoring programmes and services to ensure they meet stated goals.

Assist with evaluations and updates to programmes and services.

Collect and analyze information and data for reports as requested by Executive Officer or Training and Groups Officer.

Proofread newsletters, reports, and other documents.

Human Resources

To induct new volunteers and maintain volunteer records.

To recruit, manage and train volunteers working in the office.

Financial Management

Provide cover for the Executive Officer in his/her absence.

Training and Groups

Provide general assistance to the Training and Groups Officer as required.

Prepare and distribute Programme information and opportunities.

Act as a resource about programme development and initiatives.

Prepare briefing notes, reports and presentations as required by Executive Officer or Training and Groups Officer.

Review, reproduce and collate training materials; to process referrals for training; to create course attendance sheets; to be a point of contact for course attendees; and to administer the registration of trainers.

Organise and provide support for training and group events and other activities.



Communications Assistant

Further Particulars

Applications are invited for the above new post to be based in Cardiff.

Journeys is the only organisation in Wales whose sole purpose is to offer support and understanding to people affected by depression, their friends, families and carers. We take a holistic approach to overcoming depression, building the foundations for sustainable and long-term well-being. We coordinate a network of self-help groups and provide information, practical resources, services and training that promote the development of skills and strategies to help people find their own route to recovery.

Building on our successful track record, this is an outstanding opportunity to help the organisation through its next phase of development - expanding our influence whilst ensuring consistent, high standards in the delivery of information and education services.

Educated to a graduate level or equivalent you will have experience of working effectively in a busy environment and the flexibility to adapt to the changing demands of the job.

This post is part-time and is for 21 hours per week. This post reports to the Executive Officer and is based in a small office of 3 staff members plus volunteers.

Method of Application

1. Applications should be made by letter and CV. All applications should be returned via email to **vacancies@journeysonline.org.uk** or posted to the Human Resources Department, Journeys Toward Recovery, 38 Albany Road, Cardiff CF24 3RQ.
2. Please indicate in the subject line of the email or on the envelope if posted that the contents are 'Private & Confidential'.
3. Applications must be received by the close of business (17:00) on 15 February 2012. Journeys reserves the right to consider persons other than those who have submitted applications.
4. Applicants not called for interview within one month of the closing date should consider their application to have been unsuccessful.

Conditions of Appointment

The following conditions will govern the appointment:

1. The appointment is subject to the provisions for the time being in force of the Articles and Memorandum of Journeys Toward Recovery.
2. Remuneration for this appointment is at £8.50 per hour.
3. The appointment is subject to a contract of employment.

4. The contracted hours of work will be 21 hours per week. However, the person appointed will be required to work such hours as are necessary to carry out the duties and responsibilities of the post including some evening and weekend duties for which overtime will be payable or time-in-lieu available. The normal daily hours of work are 9:00 a.m. to 5:00 p.m. Monday to Friday, with a one hour lunch break per day.
5. The annual leave entitlement will be 15 days plus 8 statutory and 7 customary days of holiday. The leave year is 1 January to 31 December inclusive and annual leave is calculated on a pro-rata basis. Annual leave must be taken at times agreed by the Executive Officer.
6. The appointment will be made subject to the receipt of satisfactory references and proof of educational, professional, vocational, etc. qualifications specified by the candidates on the application form.
7. Only where there is an intention to appoint, Journeys will require the prospective appointee to complete a pre-placement health questionnaire.
8. Confirmation of the appointment will be subject to the satisfactory completion of a six months probationary period.

Person Specification

Criteria		Essential Consideration	Important Consideration
Knowledge	A good knowledge of the legislation, regulations, policies and procedures for Programme development	X	
	A good knowledge of office administration		X
	A good knowledge and understanding of the economic, cultural and political environment		X
Skilled in the following areas	Ability to administer Programmes and initiatives	X	
	Team building skills	X	
	Analytical and problem solving skills	X	
	Decision making skills	X	
	Effective verbal, presentation and listening communications skills	X	
	Effective negotiation and mediation skills	X	
	Effective written communications skills	X	
	Stress Management Skills	X	
	Time management skills	X	
Proficiency in the use of	Microsoft Office applications	X	
	Sage Accounts		X
	Customer Relationship Management software		X
	Web Content Management software		X

The incumbent must also demonstrate the following personal attributes	Be honest and trustworthy	X	
	Be respectful	X	
	Possess cultural awareness and sensitivity	X	
	Be flexible	X	
	Demonstrate sound work ethics and time-keeping	X	