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**Officer to the Jersey Community Relations Trust (Freelance)**

**Reports to**: Chair of the Jersey Community Relations Trust

**Hours**: Flexible and as projects dictate, but the Trust will offer a minimum of 20 hours per month and the role-holder will be required to provide support on a weekly basis. Additional hours will be agreed on a project basis.

**Location**: The post holder will work remotely but will be required to attend meetings in other locations on island. Attendance will be required at JCRT Board Meetings in St Helier.

**Rate**: c. £30 per hour

**Job Purpose**

To provide full administrative, strategic and communication support to the Jersey Community Relations Trust (JCRT) Board of Trustees.

The successful post holder will help ensure the efficient running of JCRT meetings and project delivery, including some management of finances under the direction of the Chair and Treasurer.

The role will include the development and implementation of a communications strategy to an agreed set of objectives by the Board, including enhancing the Trust’s public profile and stakeholder relationships. The post holder will support the development and delivery of specific campaigns and utilisation of the website and other media channels.

The post holder will play a key role in supporting the JCRT’s work to improve equality, diversity and inclusion in Jersey. The role will include a range of project management tasks as well as research and report writing.

**Job Specific Outcomes**

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| 1. To ensure the efficient and smooth running of all JCRT meetings and administrative functions through:
* Attending and organising all aspects of the regular meetings of the Board of Trustees. This will include arranging meeting rooms/virtual meetings, sending out and monitoring invitations, recording minutes and actions, and following up with individuals regarding agreed actions to support delivery.
* Carrying out administrative tasks and maintaining administrative systems, such as database management, dealing with correspondence, organising ad hoc events and other clerical work to meet the Trust’s needs
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| * Managing the accounts and reviewing the budget of the Trust in conjunction with the Chair and the Treasurer. This will involve monitoring expenditure and exploring ways to apply funding to maximise the opportunity to meet the Trust’s aims and objectives.
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| * Facilitating and drafting the JCRT’s response to requests for consultation on and scrutiny of government policies and local initiatives.
* Initiating, collecting and analysing outcomes data, and using it to demonstrate the impact of the Trust and its deliverables, and making recommendations for improvement as required.
1. To develop and implement an agreed Communications and PR strategy on behalf of the JCRT in order to maximise the JCRT’s communication and PR opportunities in relation to its work, through:
* Keeping the JCRT’s website up to date with relevant and engaging information and making recommendations to improve its offering.
* Managing and developing the JCRT’s social media platforms to raise the Trust’s profile, increase its local reach/engagement and maximise its relevancy and impact in relation to campaigning issues and support for local diversity and inclusion issues.
* Producing and promoting a regular JCRT newsletter to engage and inform diverse subscribers and stakeholders across the community.
1. To ensure the JCRT’s projects and campaigns are delivered efficiently, in line with their defined aims, and with positive impact in the community, through:
* Developing project/research plans and co-ordinating and/or managing and delivering specific projects. These may range from infrastructural projects, such as growing a mailing list and developing the communications strategy, to researching and producing detailed reports on specific local diversity and inclusion issues as commissioned by the Trustees.
* Contributing to or drafting thought leadership articles to prompt discussion and debate on specific diversity and inclusion issues in the community.
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**Person Specification**

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| **ATTRIBUTES** | **ESSENTIAL** |
| **Knowledge** *This relates to the level and breadth of practical knowledge* ***required*** *to do the job.* | Practical understanding of budget management.Understanding of information management including data protectionGood, practical understanding of website management and useage of key social media platforms to support an agreed communication approach and ‘brand’: able to deliver engaging, well articulated communications to the local community that raises the profile, relevance, influence and impact of the Trust.Good knowledge of managing small to medium-sized projects.Practical knowledge of conducting independent research. |
| **Technical / Work-based Skills** *This relates to the skills specific to the job.* |  Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software, such as Zoom/Teams, Excel, Word, PowerPoint, website management. |
| **General Skills/Attributes** *This relates to more general characteristics required to do the job effectively.*  | A demonstrable and keen interest in local equality, diversity and inclusion issuesHigh level research, analysis and problem-solving skills Adept at dealing sensitively with a diverse range of people. Excellent communication and presentation skills including the ability to present clear and concise reports, social communications and presentations.A high standard of spoken and written English.Well-developed project management, organisational and administrative skills. A self-starter who is solutions focussed. |

**Applications**

**Please send your CV and a covering letter, outlining why you are interested in the role and the key skills and insights you will bring to it, to Toni Roberts: admin@trmediationmanagement.com**

**Deadline: 9th July 2021**