

## Down's Syndrome Association

### Job Description

<b>Job Title</b>	<b>Employment Project Administrator</b>
<b>Responsible to</b>	Employment Development Manager
<b>Hours</b>	Part-time (20 hours/week), Temporary for up to 15 months
<b>Salary</b>	£13,142 (£23,000 pro rata)
<b>Location</b>	Home Based

The successful candidate will provide administrative support to the WorkFit project.

### **Main Responsibilities**

Main tasks will include:

1. Maintain and enhance the data files of local supportive employers, local support provisions/agencies, statutory organisations and candidates. Create monthly reports.
2. Provide information to prospective employers and candidates about the programme and effectively represent DSA to a range of stakeholders using excellent interpersonal and presentation skills.
3. Foster and develop relationships with external organisations, co-ordinate and facilitate meetings and support team members working remotely is essential.
4. Plan and manage project based work and identify opportunities for development.
5. Manage and present a range of project data using MS Office (proficiency with MS Excel is essential), Salesforce and other IT systems to support management reporting, funding applications and other activities.
6. Support marketing of the project by creating blogs, editing videos and creating social media content.
7. Support the development, monitoring and internal evaluation of the WorkFit project and provide support in preparing annual progress reports.
8. Provide administrative support to the team as required.
9. Update the WorkFit website and produce online content, monthly newsletters and other marketing materials.
10. Participate and support in online and/or regional forums/conferences including preparing training programmes or materials, providing support and advice to affiliated groups.
11. Review and understand current employment policy and practices for people with learning disabilities
12. In addition to the duties outlined above, the post-holder may be required to undertake other related, relevant activities as agreed with the Employment Development Manager.

## **Employment Project Administrator**

### **Person Specification**

#### **Qualifications**

1. Graduate or relevant educational qualification would be desirable.

#### **Experience**

1. A minimum of one year's experience in a Project Administrator role

#### **Skills/Attributes**

1. Commitment to equality of opportunity for people who have Down's syndrome.
2. Strong organisational skills, diligent and methodical working practices, working to deadlines and close attention to detail.
3. Able to work both as a team member and on own initiative.
4. Excellent written, verbal and presentation skills.
5. Able to identify opportunities for development.
6. Excellent interpersonal skills, including the ability to develop links with and within external organisations, and support colleagues.
7. Computer literacy: Microsoft Office Suite (intermediate level or above), Salesforce database experience an advantage.
8. Able to respond with sensitivity and understanding when dealing with people with Down's syndrome, their parents and carers.
9. Willing to travel and stay overnight (very occasionally/possibly two or three times a year).
10. Knowledge of supported employment for people with learning disabilities is desirable.

The post holder will be police checked to the enhanced level.