



**Down's Syndrome Association  
Job Description**

<b>Job Title</b>	<b>Employment Development Officer (Yorkshire &amp; Humber)</b>
<b>Responsible to</b>	Employment Development Manager
<b>Hours</b>	£25,000, Full-time, 35 hours per week. The post is initially for one year with an anticipated extension to a permanent role dependant on funding
<b>Office Base</b>	Home based

The successful candidate will develop employment opportunities for people with Down's syndrome in accordance with agreed business plans, and will capitalise on the willingness of employers to lend their support to the progression of individuals with DS within their workforce. This project will be delivered in parts of Yorkshire and Humber initially with possible expansion into Staffordshire, Derbyshire, Nottinghamshire and Lincolnshire.

**Main Responsibilities**

Main tasks will include:

- 1) Project plan and manage the delivery of WorkFit in the area.
- 2) Engage with people with Down's syndrome who are seeking work and provide support at all stages of the process.
- 3) Engage with HR and line managers of prospective employers to ensure that individuals with Down's syndrome will be adequately supported, encouraged and managed within the workplace.
- 4) Develop and maintain a database of local supportive employers, arrange employer site visits and deliver employer training.
- 5) Review and understand current employment policy and practices for people with learning disabilities, in order to share them with employers involved in this project.
- 6) Develop web-based and non-web based resources to help both employers and people with Down's syndrome to access the relevant information and supports that are available.
- 7) Work with others to expand our network of employers in the North West of England and Yorkshire and Humber who are willing to develop work opportunities for people with Down's syndrome.



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- 8) Engage with schools and colleges of FE where people with Down's syndrome access work experience.
- 9) Build local support networks with affiliated Down's syndrome support groups.
- 10) Build networks throughout the learning disability community, specifically those that address employment issues, and attend relevant network meetings.
- 11) Raise public awareness around the issue of employment for people with Down's syndrome in the North West of England and Yorkshire and Humber through regional employment forums.
- 12) Provide progress reports to management and an evaluation from employer, employees and local groups.

### **Person Specification**

#### **Qualifications**

1. Graduate or relevant educational qualification would be desirable.

#### **Experience**

1. A minimum of two years' experience working with people with learning disabilities.
2. An understanding of employment support for people with learning disabilities and experience within the employment field.

#### **Skills/Attributes**

1. Excellent written and presentation skills. Confident in delivering training sessions to a wide audience.
2. Good organisational skills with careful and methodical working practices and close attention to detail, working to deadlines and within budget.
3. Ability to plan and manage project based work and identify opportunities for development.
4. Excellent interpersonal skills, including the ability to develop links with and within external organisations, co-ordinate meetings, negotiate, motivate others and support colleagues.



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5. Confidence in ability to develop a range of accessible resources, including web-based resources.
6. Ability to work both as a team member and on own initiative.
7. Knowledge of national as well as local policies addressing employment opportunities for people with learning disabilities in England and Wales.
8. Commitment to equality of opportunity for people with Down's syndrome and knowledge of employment and equality legislation.
9. Computer literacy: Microsoft Office Suite.
10. The ability to respond with sensitivity and understanding when dealing with people with Down's syndrome, their parents and carers.
11. Valid UK drivers licence and willing to travel.

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