

## **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>	Full time, Permanent
<b>Salary</b>	£22,000
<b>Office Base</b>	DSA National Office, Teddington

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

#### **Main Responsibilities**

Main tasks will include:

1. Maintain and enhance the database of local supportive employers, local support provisions/ agencies, statutory organisations and candidates.
2. Manage data relating to employee and employer registrations.
3. Support the development, monitoring and internal evaluation of the WorkFit project and provide support in preparing annual progress reports.
4. Provide administrative support to the team with regard to mailing, printing, filing and marketing.
5. Update the WorkFit website and produce online content, monthly newsletters and other marketing materials. Provide monthly web-activity reports.
6. Participate and support in regional forums/conferences including preparing training programmes or materials, providing support and advice to affiliated groups.
7. Review and understand current employment policy and practices for people with learning disabilities
8. 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
2. A minimum of one year's experience of working within a project framework

#### **Skills/Attributes**

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

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