



Down's Syndrome Association

A Registered Charity No. 1061474

Down's Syndrome Association Job Description

Job Title	WorkFit Liaison Officer
Responsible to	Employment Development Manager
Hours	One Year Fixed Term Contract (10 hours per week)
Office Base	Home base covering Greater Manchester

The successful candidate will provide WorkFit support to members of South Manchester Down's Syndrome Support Group (SMDSSG) members in Greater Manchester. You will bring together employers and affiliated support group members. Schools and colleges, supported employment agencies and statutory third sector providers may also be part of your network to share knowledge and experience. You will provide a source of localised support for people with Down's syndrome and employers.

Main Responsibilities

Main tasks will include:

- 1) Operate a Local Support Network (LSN) to deliver the Down's Syndrome Association's WorkFit programme and understand current employment policy and practices for people with learning disabilities, in order to support candidates and employers who have registered to participate in the WorkFit programme in Greater Manchester.
- 2) Project plan and manage the delivery of the group's WorkFit LSN in Greater Manchester and report to the group and the Employment Development Manager via monthly reports and attending meetings.
- 3) Engage with HR representatives and line managers of prospective employers to promote the advantages of recruiting people who have Downs syndrome and 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, either in person or online.



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- 5) Work with others to expand our network of employers in Greater Manchester who are willing to develop employment opportunities for people who have Down's syndrome.
- 6) Engage with people who have Down's syndrome who are seeking work, and offer support in association with the South Manchester Down's Syndrome Support Group
- 7) Engage with schools and colleges of FE where people with Down's syndrome access work experience.
- 8) Build networks throughout the learning disability community, specifically those that address employment issues, and attend relevant network meetings if required.
- 9) Provide progress reports to the Employment Development Manager.

Person Specification

Qualifications

1. Graduate or relevant educational qualification would be desirable.

Experience

1. A minimum of one year's 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. Knowledge of national as well as local policies addressing employment opportunities for people with learning disabilities in England and Wales.
2. Commitment to equality of opportunity for people with Down's syndrome and knowledge of employment and equality legislation.
3. Excellent written and presentation skills with experience of report writing.



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4. Ability to plan and manage project based work and identify opportunities for development.
5. Excellent interpersonal skills, including the ability to develop links with and within external organisations, co-ordinate meetings, negotiate, motivate others and support colleagues.
6. Good organisational skills with careful and methodical working practices and close attention to detail, working to deadlines and within budget.
7. Able to gather content for social media which celebrates the success of people who have Down's syndrome
8. Ability to work both as a team member and on own initiative.
9. Computer literacy: Microsoft Office Suite, ideally with a good knowledge of MS Excel
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 to very occasional overnight events.

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