



## Welcome

Thank you for your interest in the Cornwall Downs Syndrome Support Group. This pack provides all the information you need to find out more about us and the role of Co-Ordinator for our group

## About Cornwall Downs Syndrome Support Group

Cornwall Downs Syndrome Support Group was formed approximately 30 years ago and became a charity in 2008.

We currently support approximately 100 families affected across the county of Cornwall. We have a very successful group for families with children aged 0 – 5 and we also run family days out, dance projects, Makaton courses, speech & language sessions and dual diagnosis support.

CDSSG is run by a committee of volunteers all of whom have a child or young person with the condition.

We have links with the National Downs Syndrome Association, other support groups around the country and other groups supporting disabled children within Cornwall.

Together we are stronger and we offer information friendship and support to everyone who has an interest in downs Syndrome

## About You

We are looking for someone who has great people skills and fantastic administrative and coordination skills with an ability to spin plates! You will be able to confidently manage your own workload and manage conflicting priorities. You'll need excellent interpersonal skills and written communication skills, have the ability to manage our events and enjoy working with families. We are ideally looking for someone who can write funding bids and manage the projects if successful in those bids.

## **JOB DESCRIPTION CO-ORDINATOR POST**

**Reports to:** Chairman of Trustees with external supervision provision

**Salary:** £9.50/hour

**Hours:** 10 hours per week

**Contract:** Permanent position (subject to satisfactory completion of six-month probationary period).

**Annual leave:** 4 weeks pro rata, plus bank holidays (also pro rata)

**Flexibility:** There is an expectation that the successful candidate will be willing to adapt his/her working hours to suit the needs of the organisation. This may involve occasional evening and weekend work or travel within Cornwall.

**Location:** working from home

### **Job Purpose**

1. To be the first point of contact for the charity, dealing with members, new parents and professionals
2. Working with the Dance Co-ordinator, to meet the outcomes of current and future grants and report back within the deadlines set
3. Update and maintain the membership list
4. Accurately minute and produce actions of the committee meetings. Circulate these to the Chairman for review, within a week of the meeting
5. Maintain and update the action log from the committee meetings.
6. Upload the minutes and action log from the committee meetings onto the One Drive.
7. To organise and support the AGM of the charity including meeting the required timescales for distribution of AGM notifications and papers. Take advice from the CDSSG Secretary as needed.
8. To support the family support groups, including booking venues and working with the CDSSG committee lead to recruit and manage volunteers
9. To arrange regular activities for the member families managing bookings and payments (be responsible for the CDSSG SumUp machine for payments)
10. To work with committee and trustees to arrange and deliver a range of training opportunities for families and professionals working with the groups families

### **PERSON SPECIFICATION**

**Personal Attributes – we are looking for someone who is:**

1. highly organised, who can manage a diverse workload effectively. CDSSG is a busy group and you will need to enjoy being challenged and having lots to do.
2. able and keen to develop new systems and processes to continually improve the efficiency of what we do.
3. friendly and has a positive attitude.
4. keen to take personal responsibility for getting the job done well and will constantly look to improve and develop our work. You will need to enjoy being pro-active, contributing your ideas and want to improve and develop our group.
5. a great communicator, with outstanding interpersonal skills – you will love meeting a wide range of people and be interested in using your people skills to build good relationships for the benefit of CDSSG
6. be able to write well and appropriately for different grant giving bodies. You will enjoy using your strong writing skills to convey complex information, to keep people informed and updated.
7. be interested in or even passionate about supporting families who have a child with Downs Syndrome.

**Experience – it would be helpful (but isn't essential) if you:**

1. Have previous experience of administration (paid or voluntary).
2. Experience of organising a range of different events.
3. Experience of developing new administrative systems and processes
4. Track record of developing great working relationships with families
5. A knowledge of the condition and the impact it has on our children
6. Experience of meeting the requirements of different funding bids including reporting
7. Have experience of using, or formal training of Makaton.

## How To Apply

*To apply, please send your CV (including two work related references) and a covering letter answering the following questions:*

**1. What excites you about the prospect of working for the Cornwall Down's Syndrome Support group (max 200 words)**

**2. What would make you an excellent Co-ordinator for CDSSG?  
(max 200 words)**

*Please ensure you keep within the word count*

Please email your application to [chair@cdssg.org.uk](mailto:chair@cdssg.org.uk)

To arrive no later than November 4

Please head your email heading with: Co-ordinator and your full name

Interviews will be arranged after the closing date.