



# Down's Syndrome Scotland

helping people realise their potential

## Down's Syndrome Scotland - Job Description

<b>Post:</b>	<b>Development Worker (Adult Services) – West of Scotland</b>
<b>Salary:</b>	<b>£26, 414 pro rata (£13,207 pa) Employer pension contributions 5%, and employee 4% (pro rata)</b>
<b>Hours:</b>	<b>17 ½ hours per week (Monday, Tuesday and Wednesday ½ day)</b>
<b>Location:</b>	<b>Home-based covering South-West Scotland and must live within Glasgow City or within a 25-mile radius of this area.</b>
<b>Responsible to:</b>	<b>Lead Adult Services</b>

### Main Purpose of Post:

To work within our Adult Services developing new programmes and activities around friendships, citizenship, community, health and wellbeing and employment. Support people with lived experience (young people and adults with Down's syndrome) to have the opportunity to influence decision making at local and national levels. Create opportunities for people with Down's syndrome to develop their self-esteem, confidence, and skills.

### Main Responsibilities of Post:

1. Be part of a team whose focus will be to develop DSS (Down's Syndrome Scotland) adult services and activities
2. Facilitate groups to meet online via our FriendZ Space programme & enjoy activities around music, crafts, hobbies, health and wellbeing
3. Schedule online sessions using Zoom and Eventbrite
4. Ensure members are aware of local and national issues of importance to them
5. Support the involvement of people with Down's syndrome in national and local political process
6. Facilitate local groups and workshops throughout Scotland to hear people's views and enable the Down's Syndrome community to feedback these views into appropriate structures
7. Support the involvement of people with Down's syndrome in service planning and delivery within DSS strategic planning
8. Support people with Down's syndrome in developing skills to deliver training or lead sessions
9. Develop resources such as easy read information, courses, activities, training



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10. To respond to enquiries from our members, parents/carers and professionals
11. Recruitment, training and support of volunteers.

## General Tasks

1. To commit to uphold DSS values, demonstrating them in day-to-day duties
2. Actively engage in your own supervision and support processes, liaise with other staff, and take part in staff meetings and development activities
3. Ensure that as an individual you adhere to DSS policy and practice requirements as outlined in the staff handbook
4. Maintain and complete agreed administrative and reporting systems and contribute to the development of such
5. Continuous monitoring and evaluation of adult services
6. Build links with other groups and agencies and develop co working with other organisations whilst positively representing DSS
7. Plan, attend and co-ordinate meetings and events

**Please note:** This job description does not represent an exhaustive list of responsibilities and tasks, but indicates the main responsibilities required from an employee in the role. We reserve the right to require employees to perform other duties from time to time. In addition, we reserve the right to vary or amend the duties and responsibilities of the post holder at any time, according to the needs of the organisation.

## Demands of the post:

This post is home-based with a mix of online and face to face work involving travel across Scotland. Evening and, on occasion, weekend work will be required, for which time off in lieu will be authorised. Appointment to this position is subject to membership of the PVG (Scotland) Scheme.



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## Development Worker – Adult Services Person Specification

### Essential requirements

- A commitment to Scotland's Down's syndrome community, playing a full role in aspects of DSS work
- Commitment to the values of equality, inclusion and opportunity for all
- Experience of working with adults with a learning disability for a minimum of two years
- Group facilitation skills both online and in person
- Experience of planning session activities/training material for adults with learning disabilities
- Ability to communicate verbally and by writing or signing with people with a learning disability
- Experience of supporting people with learning disabilities to work on presentations, deliver training, co-lead sessions or take part in meetings
- Knowledge of and ability to make information easy read
- Be able and willing to work out with normal hours and travel throughout Scotland when required
- Ability to work efficiently and effectively using own initiative
- High level of IT literacy including using MS Office
- Strong/reliable home internet connection
- Private, dedicated workspace at home

### Desirable

- Experience of working with individuals who have Down's syndrome
- Recognised health or care qualification(s)
- Creativity of adapting session activities to suit wide ranging abilities
- Recruiting and supporting volunteers
- Experience of scheduling Eventbrite and Zoom meetings

**CLOSING DATE: Wednesday 6<sup>th</sup> July by 9 am**

Please return completed application forms by email to [friendz@dsscotland.org.uk](mailto:friendz@dsscotland.org.uk) and mark the subject box **'Development Worker Application Form'**