



# Down's Syndrome Scotland

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## Down's Syndrome Scotland - Job Description

<b>Post:</b>	<b>Development Worker (Adult Services) – Central Scotland</b>
<b>Salary:</b>	<b>£28,764</b> <b>Employer pension contributions 5%, and employee 4% (pro rata)</b>
<b>Hours:</b>	<b>35 hours per week (Monday – Friday, evening and occasional weekend required)</b>
<b>Location:</b>	<b>Home-based covering Scotland must live in Central Scotland or within 20-mile radius of this area.</b>
<b>Responsible to:</b>	<b>Lead Adult Services</b>

### Main Purpose of Post:

To develop and coordinate – 'FriendZ Meetups', our exciting new programme for adults with Down's syndrome, ensuring the delivery and support of social group meetings throughout Scotland. Creating opportunities for adults with Down's syndrome to develop new friendships, increase self-esteem, independence, confidence, and social skills.

To be responsible for a team of volunteers on the programme who will support the group meetings and includes all aspects of volunteer recruitment, training, support, maintaining and celebrating achievements. It is important to Down's Syndrome Scotland that our volunteers are valued members of the team and are recognised for the contribution they make.

### Main Responsibilities of Post:

1. Be part of a team whose focus is to develop DSS (Down's Syndrome Scotland) adult services and activities.
2. To complete all tasks involved in organising and running FriendZ Meetups.
3. Schedule meet ups using Eventbrite and other DSS recording methods.
4. To support and encourage young people and adults with Down's syndrome to explore their gifts, interests and hobbies.
5. To recruit and train volunteers including assisting with the development of an online volunteer training course and volunteer pack.
6. To provide regular support and supervision for volunteers and facilitate volunteer group social events.



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7. To process activity registration forms, risk assessments and any other essential administration associated with FriendZ Meetups.
8. To respond to enquiries from adults with Down's syndrome, parents/carers and professional for FriendZ Meetups information and how to book.
9. To develop community information and networks within the delivery areas to increase participant's knowledge about social activities available and to support access.
10. Support the involvement of people with Down's syndrome and engage with DSS Branches in service planning and delivery.

## 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 FriendZ Meetups.
6. Build links with other groups and agencies and develop co working with other organisations whilst positively representing Down's Syndrome Scotland.
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 work and occasional, weekend work will be required as most of the social meetups will be evenings. This is included in your working hours and scheduled in accordingly.

Appointment to this position is subject to membership of the PVG (Scotland) Scheme.



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FUNDING  
PARTNERS

Thank you to an award from Impact Funding Partners Social Isolation and Loneliness Fund for part funding this post and the FriendZ Meetups Programme



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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 Down's Syndrome Scotland's 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 three years
- Group facilitation skills both online and in person.
- Experience in recruiting, training, and supporting volunteers.
- Ability to communicate verbally and by writing with people with Down's syndrome, parents/carers, volunteers, and professionals.
- Knowledge of and ability to make information accessible.
- 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.
- Have a full driving licence, access to a car and able and willing to travel as necessary.

### Desirable

- Experience of working with young people and adults with Down's syndrome.
- Experience of planning and delivery of a social programme.
- Creativity of adapting session activities to suit wide ranging abilities.
- Experience of scheduling Eventbrite and Zoom meetings.
- Knowledge of local venues, community resources and facilities and how to find out what is on in local areas.
- Recognised health or care qualification(s).

**CLOSING DATE: Friday 1st September by 9 am**

**INTERVIEWS: Tuesday 12th September via Zoom**

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