

Our Mission Statement:
"Working in our district so people with learning disabilities
can change their community"



Tunbridge Wells District Partnership Group
(TWDPG)

Job Role: Administrator
Salary: £7.50 per hour
Hours: 8 hours weekly – flexible

Accountable to: The Coordinator

Job Purpose Summary: To support and work with the District Partnership Group (DPG), carrying out tasks as requested to drive forward the purpose of the organisation.

Closing Date: Friday 20th May, 5pm.

Contact: ian.twdpg@gmail.com

To Apply: Please email your CV, including contact details for two referees (we will not be seeking references until a job offer is made) and a covering letter (no more than 2 A4 pages) stating why you think you are suitable for the job.

Key Responsibilities:

- Arrange venues and refreshment for all meetings of DPG; coordinate transport where needed and agenda preparation including inviting any guests.
- To take and write up minutes of meetings
- Support the coordinator and chair in the running of the organisation
- Assist with correspondence via email/letter/telephone
- Any other appropriate tasks as requested
- Draft and circulate easy read newsletters and documents

Office location:

Mixture of office-based and home-based working

Person Specification:

You will be/have:

Essential

- Highly motivated, well organised, flexible and approachable
- Able to work independently but also in effective partnership
- Excellent interpersonal skills including communication & IT
- Committed to making a difference
- Ability to be professional at all times.

- Able to quickly produce professional documents, posters, flyers and presentations in easy read / accessible format
- Competent IT user

Desirable

- Experience supporting people with disabilities
- Able to support and empower people with disabilities
- Knowledge of community organisations and other agencies in the Tunbridge Wells borough
- Car driver with access to transport

Please Note:

Applicants should preferably have an understanding and knowledge of the government white paper Valuing People Now [VPN] which gives people with a learning disability greater choice and control over their lives through the District Partnership Groups.

This post, involving work with vulnerable adults, is subject to an Enhanced CRB disclosure and satisfactory references.