



Down's Syndrome Scotland

helping people realise their potential

Down's Syndrome Scotland - Job Description

Post:	FriendZ Worker (Adult Services)
Salary:	£21,840 pro rata (£10,920 pa) Plus £6.00 per week tax free working from home allowance. and 5% pension contribution pro rata
Hours:	17 ½ hours per week (over 3 days, including Wednesday and Thursday)
Location:	Home-based
Responsible to:	Adult Services Lead

Main Purpose of Post:

To work within our Adult Services to develop, plan, promote and run online sessions using zoom for FriendZ Space, our online programme of activities for adults with Down's syndrome. This will occasionally include supporting people with Down's syndrome who are co-delivering sessions.

To work with developers and adults with Ds in developing an exciting new Community Platform App for people with Ds to access information, find out what's going on in Down's Syndrome Scotland (DSS), book activities, take part in consultations on important issues and an online chat group. Once up and running, to be responsible for updating the content and managing the chat group. In addition, you may be asked to work with and support adults with Ds in our Expert Advisers group.

The FriendZ Worker will also be required to complete associated administration tasks including digitally updating and maintaining bookings and attendance records, preparing, and posting mailouts.

FriendZ space was launched in October 2020 in response to Covid lockdowns with the aim of facilitating friendships, having fun together and reducing social isolation in adults with Down's syndrome. Participants come together to enjoy activities such as craft, music, quiz, health and wellbeing and sessions based around shared interests. The post holder must be available to work weekday evenings and occasional weekend work. The post is homebased online with some in-person work involving travel across Scotland.



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Main Responsibilities of Post:

1. To run 3-4 weekly FriendZ Space sessions between the hours 4-7.30 pm on selected weekday evenings (**Wednesday and Thursday**). Once a month on a Friday, there is a Live Disco session, 7-8 pm required within hours. Other evening work may be required on occasions.
2. To create monthly timetable and any resources/planning for sessions.
3. Prepare and post timely mailouts to attendees in advance of sessions ie. Craft materials, bingo tickets. This may involve a volunteer and will require you to co-ordinate tasks with volunteer.
4. Schedule online sessions using Zoom and Eventbrite.
5. Engage with family members and support workers by phone and email as necessary.
6. Record and provide ongoing feedback.
7. Required to host online meetings and on occasions co-facilitate in person meetings.
8. Record attendance using Eventbrite and MS Teams.
9. Support the involvement of people with Down's syndrome in delivering some of FriendZ Space session ie. Live baking session, Let's talk session presentations, photography.
10. Support and work with people with Down's syndrome to develop a new DSS community app which will include managing content once the app is up and running.
11. Develop easy read information for the app, newsletter, and FriendZ Space resources.
12. To respond to enquiries from our members, parents/carers, and professionals
13. Support members of the Expert Advisers group in developing presentations for training.
14. Contribute to the strategic development of the Adult Services.

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. Undertake other duties as from time to time determined to ensure efficient operation of the organisation.

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 online with occasional 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.



FriendZ Worker – FriendZ Space online programme, 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 for adults with learning disabilities
- Ability to communicate verbally and by writing or signing with people with a learning disability
- Knowledge of and ability to make information easy read
- Be able and willing to work out with normal hours and on occasion travel to meetings or support adults with Down's syndrome
- 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 the Down's syndrome community.
- Recognised health, care or other relevant qualification (s)
- Creativity of adapting session activities to suit wide ranging abilities
- Experience of scheduling Eventbrite and Zoom meetings