

## **Disability Partnership Calderdale (DPC)**

### **Engagement of Self Employed Administration worker**

Annual contract value £10,266 for 18.5 hours per week

#### **ROLE DESCRIPTION**

Administration worker – will be responsible to secretary and development worker, and working from home.

**Records:** Keeping the membership records up to date, including new starters; recording everyone's access requirements, and ensuring everyone gets information in the accessible formats of their choice. These may be by post (large or standard print) email, text message, voice call or a combination of their choice. BSL interpreters may be used for important information targeted at Deaf BSL users.

Taking (draft) minutes. Typing agendas, minutes and reports and ad hoc information - directed by the secretary and development worker as required.

(b) **Mailouts and Communication:** Sending out all calling papers, agendas, minutes, reports and ad hoc information to our members in the format of their choice, directed by the secretary and development worker as required.

(c) **Planning:** Making arrangement for meetings, including venue, refreshments, BSL interpreters, Palantypist, AV technician, visiting speakers re access needs, slide projection etc directed by the secretary and development worker as required.

(d) **Website:** Liaise with webmaster re web content - directed by the secretary and development worker as required.

(e) **Facilitation:** The post holder will work from home and meet people in their own locations, or in the very accessible meeting facilities at the King's Centre and also ad hoc meetings in accessible venues across Calderdale.

(f) **Remuneration:** the self employed post holder will have the responsibility for their own NI, Tax and Pension contributions.

Regarding the post holder's expenses, reasonable travel and out of pocket expenses will be reimbursed.

Criteria	Essential	Desirable
<b>Qualifications</b>		Relevant qualification up to NVQ level 3
<b>Skills/competencies</b>	<p>Prior office administration experience</p> <p>Good computer and keyboard skills Including proficiency with Microsoft Office programs, spreadsheets and social media</p> <p>Strong attention to detail and the ability to show initiative</p> <p>Ability to work without supervision</p> <p>Excellent time management skills</p> <p>Excellent communication skills (written and verbal)</p> <p>A good grasp of English language (spelling and grammar)</p> <p>Strong prioritisation and organisation skills</p> <p>Ability to handle confidential Information</p> <p>Strong record keeping skills</p> <p>Ability to multitask</p> <p>An understanding of the needs and challenges of adults living with disabilities</p>	

