

## JOB ADVERT



### **Sevenoaks District Partnership Group [SDPG] are recruiting a Part Time Administrator / Coordinator**

**Sevenoaks District Partnership Group [SDPG]** is the organisation through which people with a learning disability are enabled to take control of their lives and be included as part of our community.

Do you have the skills and experience to support us?

Salary £ negotiable for 2-3 days / week [+ health cover] One year contract

Post is subject to Enhanced CRB disclosure and references.

We are open to:

- flexible hours, job share, term-time working
- employed or self employed
- secondment from other statutory, commercial or community organisations
- applications from disabled people

For informal discussion or full job details email [Rob@SevenoaksDPG.co.uk](mailto:Rob@SevenoaksDPG.co.uk)

To apply – send an easy read letter - showing how well you meet the Job Description and Person Specification – supported by a 1 page CV to [Rob@SevenoaksDPG.co.uk](mailto:Rob@SevenoaksDPG.co.uk).

Closing date 29 April 09 | Interviews 11-13 May 09

# Sevenoaks District Partnership Group [SDPG] Part Time Administrator / Coordinator

## Job Description

### Title

Sevenoaks District Partnership Group [SDPG] Administrator / Coordinator

### Job purpose

To support and work with the Sevenoaks District Partnership Group [SDPG], SDPG Decision Making Group, co-chairs and Community Resource Worker to enable them to meet their agreed objectives.

### Key tasks

1. Arrange venues and refreshment for all meetings of SPDG and Decision Making Group; coordinate transport where needed and agenda preparation including inviting any guests; all to be done in conjunction with the SDPG co-chairs and Resource Worker
2. Take and record minutes and circulate to members of the SPDG and Decision Making Group in conjunction with the above officers
3. Draft and circulate easy read newsletters<sup>1</sup> and documents for the Decision Making Group
4. Build and maintain the SDPG membership and resources data base - of members including carers and parents, organisations and visitors
5. Updating SDPG website<sup>2</sup> and submitting content to the KLDPB website<sup>3</sup>
6. Book keeper - answerable to the Account Holder - responsible for petty cash and preparing cheques and invoices. Financial coordination with Kent Adult Social Services and the Kent Learning Disability Partnership Board [KLDPB]. Prepare yearly accounts for presentation to the SPDG and KLDPB; and coordinate preparation of funding bids
7. Any other appropriate tasks which might include development, event management and PR

### Accountable to

SDPG co-chairs, with monthly line management being provided.

### Office location

Office base / home working – subject to negotiation and possible development of a SDPG coordination office /drop in or shared office facilities in Swanley, Edenbridge or Sevenoaks.

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<sup>1</sup> For example <http://www.kentdpgs.org.uk/Libraries/Local/881/Docs/DPGs/Sevenoaks/0901SevenoaksNewsletter.pdf>

<sup>2</sup> [www.partnershop.org.uk](http://www.partnershop.org.uk) currently out of date

<sup>3</sup> [www.KentLDPB.org.uk](http://www.KentLDPB.org.uk)

## **Background**

**Sevenoaks District Partnership Group [SDPG]** (government funded) is the organisation through which people with a learning disability are enabled to take control of their lives and be included as part of our community.

SDPG works with people in Swanley, Edenbridge, Sevenoaks and surrounding rural areas – covering the same area as Sevenoaks District Council.

Applicants need experience of working in a supportive role alongside people who have formulated ideas but need administrative support to bring these to fruition.

Applicants will need good listening and communication skills, patience and a sense of humour.

Book keeping skills are essential.

Specialist computer skills are needed to enable those with limited reading and writing ability or visual impairment to understand minutes, news letters, presentations etc

Applicants should preferably have an understanding and knowledge of the government white paper Valuing People Now<sup>4</sup> [VPN] which gives people with a learning disability greater choice and control over their lives through the DPG. Interested persons would receive training.

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

There are 12 District Partnership Groups [DPGs] in Kent<sup>5</sup>. The elected co-chairs of each DPG are members of the Kent Learning Disability Partnership Board [KLDPB] which sets priorities for allocating government funding [Learning Disability Development Fund] and helps empower people with Learning Disabilities in Kent, working with other agencies, to achieve the goals set out in Valuing People and Valuing People Now [VPN].

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<sup>4</sup> [http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_093377](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_093377)

<sup>5</sup> <http://www.kentdpgs.org.uk/Libraries/Local/881/Docs/Partnership%20Board/BookCompleteOct07.pdf>

**Sevenoaks District Partnership Group [SDPG]  
Part Time Administrator / Coordinator**

**Person Specification**

You will be/have:

▪ **Essential**

- Highly motivated, well organised, flexible and approachable
- Able to work independently but also in effective partnership with a decision making group and partner agencies
- Excellent interpersonal skills including communication & IT
- Able to quickly produce professional documents, posters, flyers and presentations in easy read / accessible format
- Sound book keeping & financial reporting skills
- Able to travel about the district & county in a timely manner
- Able to support and empower people with learning difficulties
- Committed to the principles and practical implementation of Valuing People Now through SDPG, KLDPB and partners
- Sound track record of collaboration and effective partnership
- Willing to undertake appropriate training and development

▪ **Desirable**

- Experience supporting people with Learning Disabilities
- Competent IT user [widget, access, spreadsheets, presentations, desktop publishing, website, email]
- Knowledge of Valuing People, Valuing People Now and how DPGs and the KLDPB work in Kent
- Knowledge of community organisations and other agencies in Edenbridge, Sevenoaks and Swanley
- Track record of community engagement, development, consultation, PR or event management
- Car driver with access to transport