**UP!Club Co-ordinator – Job Description**

**Organisational Background**

Down Syndrome NSW is an organisation championing the right of people with Down syndrome to have the same access to society as everyone else. It achieves this by supporting people with Down syndrome, their families and carers to be part of a strong and vibrant community that is informed, engaged and active, running a variety of programs with regular membership attendance.

Down Syndrome NSW has over 20 years’ experience in delivering social programs that focus on capacity building and social inclusion. This includes Camps, held in partnership with the Department of Sport and Recreation and UP!Club, which is managed by Down Syndrome NSW.

UP!Club is a peer group connection program developed for people with Down syndrome by people with Down syndrome. It is a network of adult peer groups that support social connection and capacity building. All participants are people with Down syndrome, who collectively have developed their own activity program, which is organised and operated by a group co-ordinator who is further supported by staff and volunteers.

Social Connection Camps hosted by Down Syndrome NSW are held regularly throughout the year. Camps are a way for people to meet new people, create and maintain relationships, and learn new skills in a safe environment.

**Reports to:** Nicola Hayhurst, Director of Engagement

**The Role - Summary**

This role is responsible for the planning, preparation, implementation and reporting of the UP!Club program which is positioned within a suite of group participation and skills development programs to meet the needs and interests of our members with Down syndrome (aged from 4 years), namely Up, Up & Away, UP!Club and UP!Club’s online sessions, the Staying Connected Program.

The UP!Club Co-ordinator role includes the leading of group outings as scheduled for UP!Club participants aged 18 years and older. This role may also involve participation in the self-advocacy and leadership programs and independent life skills training program, weekend camps and one off activities providing social support and capacity building opportunities that operate within the NDIS environment for which UP!Clubbers may also be involved.

**Position Responsibilities**

* Develop and refine online activities and face to face events for the UP!Club program co-designed with people with Down syndrome that meet the needs, interests and skills of the participants
* Develop online materials to be used during Staying Connected sessions
* Assist with ensuring the safety and enjoyment of participants in face to face UP!Club program activities
* Implement and deliver regular programming sessions and events, including face to face outings.
* Assist with the necessary data collection, reporting and evaluation requirements for participants engaging in social programs in accordance with NDIS and DSA NSW processes.
* Assist with the administration profiles for each participant
* Assist with the support of a network of appointed volunteers
* Communicate with participants/carers on requirements and relevant information.
* Act upon any concerns for the safety and wellbeing of the member participants in accordance with policy legislation addressing any risks, injuries and issues of concern immediately to the Director of Engagement and CEO.
* Liaise with external organisations and project partners as directed for the development of the UP!Club program
* Other duties as required to support the work of DSA NSW in delivering the UP!Club program of events and activities.
* Abiding by the NDIS Quality & Safeguard Commission and DSA NSW Code of Conduct within your practice
* Attending Down Syndrome Induction and other training relevant to the role
* Completed NDIS required worker orientation training or willingness to do
* Undergo an NDIS Worker Screening Check and be cleared.

**Selection Criteria – Skills, Knowledge and Experience**

# **Essential**

* Relevant tertiary qualifications and/or equivalent experience
* Skills working with adults with intellectual disability/Down syndrome or lived experience
* Strong commitment to the inclusion of people with disabilities
* Well-developed organisational skills and/or experience in social program management
* Exceptional written and verbal communication skills to a diverse range of people with different communication ability levels Experience in working for a non-for-profit organisation
* Computer literacy skills using MS Word, Outlook, Excel, PowerPoint
* Confident online skills to lead Zoom recreation and skill building sessions
* Availability for work on Wednesday (4.5hrs), Thursday (7.5hrs), Friday (3hrs), Saturday (2hrs online or 4.5hrs face to face on rotating roster)

# **Work Environment**

This position may be partly based in an office or home environment in agreement with CEO.

The nature of this role and its responsibilities deems that some work will be required outside of normal business hours, to meet the demands of the UP!Club programming schedule; i.e. some Saturday and Sunday events and activities on a rostered basis (3 in 4 weekends being a reasonable work expectation).

Acceptance of the position involves a willingness to work within the philosophies and policy directions of Down Syndrome NSW. The successful applicant will be required to undergo satisfactory pre-employment checks including professional referees, completion of a NDIS Worker Screening Check and working with children check.

Down Syndrome NSW maintains a smoke free environment. Down Syndrome NSW is an equal opportunity employer and strongly encourages people with a disability to apply for all positions.