

## Charity Coordinator

**Closing date:** 6<sup>th</sup> March 2019  
**Salary:** £3933 p.a. (£8.40 p.h) + travel expenses  
**Hours of work:** 12 hours per week, term time only.  
**Can be worked flexibly but must include Fridays.**



Downright Special is a charity, established in 2007, which provides support to children with Down syndrome across Hull and East Yorkshire. We are a friendly and welcoming charity, making a real and lasting difference to lives of children and young people with Down syndrome. We now have a vacancy for a Charity Coordinator to undertake the day-to-day administrative tasks of running the charity's operations.

Working closely with our team of teaching staff, volunteers and Charity Manager you will provide general admin support to the team and ensure the smooth running of the charity. Acting as first point of contact for the charity you will be responsible for answering the general enquiries telephone number and email addresses. You will manage the admin for training courses including bookings, invoices, and payments, cost-tracking and emailing/printing handouts. You will also be responsible for ordering office supplies and resources, filing and developing good information systems and records.

We are looking for an individual who is self-motivated, organised and trustworthy. You must have good communication skills (written and spoken) and have a friendly, empathetic manner. You must have a passion for improving the lives of people with Down syndrome. Experience and knowledge of caring for or working with someone with Down syndrome therefore would be a distinct advantage.

### To apply:

Please send your CV and a covering letter email to Dr Gillian Bowlas, Charity Manager at [Gillian@downrightspecial.co.uk](mailto:Gillian@downrightspecial.co.uk). Please include details of why you are interested in this role and why you think you are suitable.

For further information and to download a full job description/person specification see our website <http://www.downrightspecial.co.uk/our-vacancies> or contact Gillian Bowlas on 01482 420160 if you would like an informal chat about the position.



Downright Special  
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Registered Charity Number: 1175863

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