

JOB SPECIFICATION

Rubinstein Taybi Syndrome (RTS) Support Group is a small UK Charity and we are seeing to employ a flexible home based administrative assistant for 8hrs per week to support the current committee. This is a new position and the post holder will report directly to a line manager/s, primarily being responsible for all administrative duties including enquiries by post, email and telephone, please see Job Description for further information. Event planning and the ability to review and update the charity's policy's would be advantageous.

The successful candidate will be able to work flexibly from home (ideally in the midlands area or be prepared to travel a minimum twice yearly to attend committee meetings/events)

A laptop and mobile telephone will be provided, if necessary, as well as basic travel and other expenses.

Salary £10 per hour with 45 hours of paid leave per year.

BACKGROUND

The Rubinstein Taybi Syndrome Support Group UK is a small UK Registered Charity Limited by Guarantee. Our ethos is to provide help and support, in any way to those affected by Rubinstein-Taybi Syndrome. We run as a membership group offering a support network organising Get-Togethers each year, where families can meet, learn, share experiences and have fun in a supportive environment and we also support research in RTS.

In 2016 the Group hosted the 4th International two day Conference, which was held at the Hilton Birmingham Metropole Hotel, this was attended by over 200 delegates from across the World.

The Committee responsible for the Group are a small, dynamic and friendly team of volunteers from different parts of the UK and this is an ideal role for someone who wishes to work from home, with a flexible working pattern. There would be a need to communicate with the rest of the team on a regular basis and provide support in organising the Annual Family Get-Togethers. The purpose of the role is to provide support to the volunteer team to ensure the sustainability of the Support Group for many years to come and to identify other means of income such as grant giving bodies who would be sympathetic to our aims

APPLICATION

To apply please send your CV and supporting letter (no more than A4) to inquiries@rtsuk.org outlining how you meet the job criteria and person specification, candidates must have the necessary right to work in the UK.

Names and addresses of 2 references are required (these will only be contacted for the successful applicant) and the successful applicant will also be required to agree to an Enhanced DBS enquiry being undertaken.

Closing date 31st March 2019, interviews to be held in April 2019