

# Cued Speech

Assistant Charity

Administrator/Fundraising support



## About Cued Speech

Our purpose is to provide information, training and support in Cued Speech (CS).

Our aim is to vastly increase the numbers of deaf children and adults benefiting from Cued Speech.

We are working to support three areas of work:

1. 0-3 is a project working with the parents of deaf or hearing impaired 0-3 year olds.
2. 4-Onwards is a project to support language and literacy skills in school children (aged 4 years and up).
3. Working with adults, with acquired deafness, to improve lip reading skills.

We deliver training to parents, and professionals, so that deaf children can fully understand what is said to them at home and school, enabling them to participate and thrive in their family and social context.

There are currently about 800 babies born deaf every year. We are expanding our team to increase the number of trainers and family support practitioners across the UK so that we can offer training and parenting support to all families of deaf babies and thus we need to increase our administrative support.

## Job Summary

**Permanent Part-time 12 hours per week**

**£17,500 - £20,000 per annum (pro-rata) depending on Experience**

**This is a new post.**

**In order to meet the needs of an expanding team we need additional administrative and fundraising support in the office.**

**Working for us will be a fantastic opportunity to be part of something exciting, progressive and interesting.**

**The successful applicant will be well supported in their role with the opportunity to fulfil further training as necessary.**

**20 Days Annual leave with bank holidays included pro rata.**

## Job Description

### Fund Raising

- Research and identify appropriate fundraising opportunities.
- Maintain and monitor fundraising database
- Raise monthly standard appeal letters and attend to all associated administration
- Raise 'thank you' letters and receipts.
- Monitor results of standard appeals in order to increase future funding and amending standard letters to focus on particular areas as required.
- Develop relationships with donors and potential donors through correspondence and by supplying information and publications, such as Annual Reports, as required.
- Updating Cued Speech information and news to include the Web-site, Face book page and other social media.

## Other duties

- Preparation and organisation of Trustees meeting and AGM
  - Disseminate on-line News letter and monitor subscribers in line with new GDP legislation
  - Take minutes for Team meetings
  - Work with the Office Manager to monitor and evaluate our projects and record our intended outcomes
  - Organise general office supplies
  - Support practitioners in preparing for exhibitions and teaching workshops.
  - Be available to support events and family days which may occur over a weekend
  - All other duties required to support the Charity administration
- 

## PERSON SPECIFICATION

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Level three qualification (A level)</li> <li>access to higher education diploma</li> <li>advanced apprenticeship</li> <li>applied general</li> <li>AS level</li> <li>international Baccalaureate diploma</li> <li>level 3 award</li> <li>level 3 certificate</li> <li>level 3 diploma</li> </ul>	<p>Additional relevant level 4 qualification or experience</p> <ul style="list-style-type: none"> <li>certificate of higher education (CertHE)</li> <li>higher apprenticeship</li> <li>higher national certificate (HNC)</li> <li>level 4 award</li> </ul> <p>Experience of working with an organisation that works with children with special or additional needs</p>
Excellent communication skills	
Experience of using a data base	A knowledge of Cued Speech
Knowledge and experience of updating social media	
<b>Experience</b>	
We are looking for someone who has had experience with working in an office or business environment	Experience in Fund raising for a charity
	Previous work in the sector of deaf education
<b>Skills/Abilities</b>	
Good communication skills	
Excellent English language and writing skills	Ability to use Cued Speech
The ability to work on own initiative and as part of a team.	
Computer skills, specifically Microsoft Office suite	
Ability to organise and prioritise own workload	
Numerate and accurate with numbers	A full driving licence
<b>Knowledge</b>	
	Knowledge of language acquisition
	Understanding of the deaf 'sector'.
	Understanding of charity funding and the requirements of donor Trusts and Foundations
Knowledge of safeguarding practice	
<b>Behaviours/Circumstances</b>	
Needs to be able to deal tactfully with sensitive and emotive issues.	
Positive attitude with a "can do" approach	
Thorough/accurate in all areas of work, particularly in times of high workload	
Required to have an enhanced DBS check	