



Rare Chromosome Disorder Support Group

Registered Charity Number 1110661

Vacancy – Part-time Database Co-Ordinator

Unique provides a specialist information, networking and support service to families affected by rare chromosomal disorders (RCDs) and to the professionals working with them. Recent rapid growth in membership and the resultant increased demand for our core services has led the Trustees to seek a part-time Database Co-ordinator.

Working principally with the Chief Executive Officer (CEO), the successful candidate will maintain and update *Unique*'s specialist chromosome disorders database by contacting and liaising sensitively with member families and ensuring the accuracy, security, confidentiality and integrity of the data held within it. He or she will also be fully involved in the implementation of a planned new, fully upgraded database.

Highly motivated and flexible, he or she will have a good understanding of medical, genetic and scientific terminology. A good understanding of rare chromosome anomalies would be an advantage. Good IT skills, particularly experience with databases using Microsoft Access, are essential, as is attention to detail and a keen eye for discrepancies in data. The successful candidate will design and carry out a rolling programme of database updates involving all new and existing *Unique* members, collating the data and ensuring accurate and timely addition to the database.

The position is initially home-based, 21 hours per week throughout the calendar year, usually during normal office hours, but it is envisaged that it will become office-based in due course. There will be an occasional requirement to attend external meetings outside normal working hours. The annual salary is £15,015. We will provide IT and communication tools and the successful candidate will need suitable space within their home to work and store personal data securely.

Unique has members globally but is based in Surrey, UK so we seek candidates from South London and the southern home counties (Surrey, Kent and Sussex). This is a 12 month fixed-term post with the possibility of an extension as funding permits. For more about *Unique* please visit www.rarechromo.org

Applications in writing, with full c.v., to Craig Mitchell, Chief Operating Officer, on email at craig@rarechromo.org or by post to *Unique*, PO Box 2189, Caterham, Surrey, CR3 5GN, by 5pm on **Friday, February 17th 2012**. Interviews will take place in the week beginning Monday February 27th in the Caterham area.

Unique is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.