



Rare Chromosome Disorder Support Group

Registered Charity Number 1110661

Vacancy – Part-Time Information Officer (Family Support)

Unique provides a specialist information and support service to families affected by rare chromosome disorders, copy number variants and autosomal dominant single gene disorders (RCDs) associated with developmental disorders and to the professionals working with them. We now seek an additional Information Officer.

Working part-time, principally with the CEO and other members of our frontline team, you will help provide support and information to families living with RCDs, cover for the CEO as the first contact point for new families and be a contact for existing members and professionals. In responding to queries you will use information from our comprehensive database, as well as researching various published materials.

Highly motivated and flexible, you will have an excellent understanding of human genetics and genomics and medical terminology. Good IT and excellent communication skills are essential. Experience of counselling families with genetic/genomic disorders with an uncertain outcome and of prenatal counselling is highly desirable, as is empathy with, and a good understanding of, the issues *Unique*'s families face.

The position is mainly office-based, 21 hours per week (worked over three separate days per week) throughout the calendar year, usually during normal office hours. You may occasionally be required to attend external meetings outside your normal working hours. Following a successful probationary period, there may be the opportunity to participate in other *Unique* activities and projects. Candidates wishing to job-share would be considered.

Unique has members globally but is based in Oxted, Surrey, UK.

If you have any questions or would like any further information, please contact Craig Mitchell, Chief Operating Officer, on email at craig@rarechromo.org or on 01883-723306 or visit www.rarechromo.org

Applications in writing, with full CV, on email to craig@rarechromo.org or by post to Craig Mitchell, Chief Operating Officer, *Unique*, The Stables, Station Rd West, Oxted, Surrey, RH8 9EE, **by 5pm on Friday, May 31st 2019**. Interviews will take place during **June 2019**.