|  |  |  |
| --- | --- | --- |
|  | | |
| **Quality Checker for Stay Up Late**  **Job advert** | | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:1.pngMacintosh HD:Users:paulrichards:Downloads:QChecker:2.jpg | | **To qualify for this job** you need to have a learning disability and live in West Sussex. |
| **Macintosh HD:Users:paulrichards:Downloads:QChecker:4.png** | | **Hours**  8 hours per week  (1 hour of this is a break) |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:3.png | | **Wage**  £8.25 per hour |
| **This is what the job would involve:** | | |
| **Macintosh HD:Users:paulrichards:Downloads:QChecker:5.png** | **Consultancy**  You will feedback to the Gig Buddies project coordinators about your experience of the project and how we can improve it. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:6.png | **Checking the quality of gig buddies**  You will talk to gig buddies about whether they are happy with their volunteer, and what the volunteer could do to improve. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:7.png | **Research**  You will interview gig buddies about how they find the project.  You will also interview support providers for the Stay Up Late campaign. | |
|  |  | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:8.png | **Organise** a **team of volunteer researchers**  You will also help to lead and organise a team of volunteer researchers who will be doing a similar role as volunteers. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:9.png | **Training**  You will help to train new volunteers. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:Interview_large.png | **Volunteer recruitment**  You will interview some new volunteers to see if they would be suitable buddies. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:10.png Macintosh HD:Users:paulrichards:Downloads:QChecker:11.png | **Social media**  You will help to manage our twitter and facebook. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:12.png | **Promotion**  You will be going to events to talk to people about the gig buddies project. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:13.pngMacintosh HD:Users:paulrichards:Downloads:QChecker:14.png | **Office work**  Occasionally the job will involve some admin.  You will send letters to people, stuff envelopes, post letters etc and help to keep our address lists up to date. | |
|  |  | |
|  | | |
| **The Stay Up Late office** | | |
| **These are the skills and qualities that you will need to show you have to get the job:** | | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:15.png | **Good listener**  You need to be able to listen to what people are saying and help people to get their point across. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:16.png | **Able to communicate with different people**  You need to be able to listen and communicate with people who have different support needs. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:17.png | **Good at interviewing**  You need to be able to ask questions and find out things about people. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:18.png | **Computer skills**  You need to have basic skills with using the internet and social media (eg facebook) or be willing to learn. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:19.png  LaCie:Dropbox:Stay Up Late Documents:Logos:Stay Up Late logos:Stay_Up_Late _logo.jpg | **Campaigning**  You will need to be committed to helping people with learning disabilities live the lives they want to.  You need to be able to value people and committed to helping people to have their voices heard. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:20.png | **Thoughtful**  You need to be able to reflect and think about your experiences and other people’s experiences, and think about how they can be used to make support and projects better. | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:21.png | **Getting to the office**  We can provide some travel training for your first few weeks.  You will then need to make your own arrangements for getting to and from the office. | |
| Macintosh HD:private:var:folders:vp:b6d5z5js7p5g0h8xt52fbhwr0000gn:T:TemporaryItems:Fill_form_own_large.png | If you are interested in this role, please fill out the application form below and send it back to us… | |
|  | LaCie:Stay Up Late 3:Trustees:Trustees:mads.jpg | |
| Macintosh HD:Users:paulrichards:Downloads:QChecker:22.png | Email: [madeline@stayuplate.org](mailto:madeline@stayuplate.org) | |
| Macintosh HD:private:var:folders:vp:b6d5z5js7p5g0h8xt52fbhwr0000gn:T:TemporaryItems:Envelope_write_large.png | Stay Up Late, 9 Russell Place, Brighton BN1 2RG | |
| Macintosh HD:private:var:folders:vp:b6d5z5js7p5g0h8xt52fbhwr0000gn:T:TemporaryItems:Mobile-Phone_compact.png | Phone: 01273 468168 | |

If you have any questions please do get in touch.