



Project Assistant - Gig Buddies

£17,766pa (pro rata) NJC point 19 (£10,659per annum)

22.5 hrs pw

25 days annual leave

Workbase Brighton – but you will be working in Brighton and Hove, and East and West Sussex

An exciting opportunity has arisen for a Project Assistant to support the development of our Gig Buddies project. This fixed term post is a position working alongside our Project Manager and volunteers offering the opportunity to work in a hands-on way to gain skills and experience in the voluntary sector supporting the work of a small charity.

At Stay Up Late, our vision is for people with a learning disability to know they can Stay Up Late, and choose how they live their lives. Gig Buddies is our volunteering project and aims to link music fans who have a learning disability with other music lovers for gig nights, or whatever other activities they enjoy doing together. Our vision is that we will be creating a community of people who share the same interests, regardless of their disabilities and differences.

You'll be involved in spending time with 'buddies' to explore their interests and requests, recruiting and supporting volunteers, using innovative methods to best match volunteers and service-users and provide ongoing support. You will also be responsible for administering systems to ensure the smooth and efficient running of the Gig Buddies scheme and the wider work of the charity.

You will need to have experience of supporting people with learning disabilities, excellent interpersonal skills, a friendly approach, and have skills in communicating through social media. You will be confident and competent at working with people at all levels.

You will be confident in working with people from diverse backgrounds and be able to motivate those around you to involve people in all aspects of the charity's work. Most importantly you will be passionate about making sure that those involved are heard, valued and supported. This will also mean fully involving recipients of the project in shaping and developing the way it is delivered.

We are committed to safeguarding and promoting the welfare of vulnerable children and adults and expect our employees to share this commitment. Therefore all offers of employment, where appropriate, are subject to an enhanced Criminal Records Bureau check. If you are excited about working with volunteers and committed to enhancing the lives of those with learning disabilities please contact us for more details.

Paul Richards, Director

✉ paul@stayuplate.org

☎ 01273 929425

📍 Stay Up Late, 2 Bell Lane, Lewes, East Sussex, BN7 1JU