



Gig Buddies

Project Assistant

Information Pack

GENERAL INFORMATION

Stay Up Late was started as an awareness raising campaign by the band Heavy Load in 2006 and featured in the feature documentary film (also called Heavy Load). Heavy Load were concerned at the amount of people with learning disabilities missing out on gigs due to their support staff working inflexible shift patterns.

The exposure of the film enabled the campaign to reach a wide audience of people experiencing the same frustrations. Heavy Load didn't want their work simply to be about raising awareness and in 2011 Stay Up Late became a registered charity committed to also bringing about real change.

Our aim is to promote full and active social lives for people with learning disabilities.

The geographical location of our work is predominantly in Brighton and Hove and East Sussex, although as the charity grows we are now moving in to West Sussex and continue to have a high profile nationally for the campaigning side of the charities work.

All of our income is derived from fundraising, and we rely on our well-established community links to achieve this.

Although the charity is still growing, we have a strong commitment to developing innovative projects which will enable people with learning disabilities to enjoy full and active social lives, and involve people with learning disabilities in the design, delivery and development of these projects.

OUR VISION

For people with a learning disability to know they can Stay Up Late, and choose how they live their lives.

OUR MISSION

To ensure that people with learning disabilities are fully involved in making decisions about the way they lead their lives, regardless of their disability.

OUR VALUES

- We put people with learning disabilities at the heart of everything we do.
- We believe that people with learning disabilities have a full and active role to play in their communities and strive to break down any obstacles to this.
- We believe there is strength in community, being open and transparent and working in collaboration.
- We uphold a commitment to honesty, mutual respect, accountability and diversity.
- We believe in innovation, but also testing everything against experience.
- We believe in positive risk taking, and being responsive. (In other words our charity was born out of punk music and we like to keep some punk DNA in all our work).
- We believe in doing the right thing, not the easy thing.

Gig Buddies: Project Worker

Attached is a job description for the post of Project Assistant.

This is a fixed term post, initially for a period of 12 months. There may be opportunity of extension as more funding is secured.

The post is for 22.5 hours per week, the pattern is negotiable, and it will be necessary to work some evenings and weekends.

The salary is £17,766 per annum (pro rata) (NJC Spinal point 19), paid monthly in arrears. You will be paid on the last working day of the month.

25 days annual leave per year (pro rata for the term of the post).



JOB DESCRIPTION

JOB TITLE: Project Assistant

ACCOUNTABLE TO: Project Manager

OVERALL PURPOSE OF THE JOB

To support the Project Manager in delivering and developing the Gig Buddies project across Sussex. There will also be an element of supporting the wider work of the charity.

Key Responsibilities

- 1) Working closely with people with learning disabilities involved in the Gig Buddies project, including supporting participants on the project, and conducting meetings with new participants.**
- 2) Enabling people with learning disabilities to take a lead on the project, and to volunteer in the organisation. This will include:**
 - Supporting colleagues with learning disabilities as office volunteers.
 - Helping with the smooth running of the Storm and Thunder Team, our advisory group made up of people with learning disabilities.
- 3) Administration, including:**
 - General responsibility for office management including refining, developing and maintaining well organised office systems such as databases.
 - To manage the petty cash and maintain financial records for auditing purposes. This will include keeping up-to-date, accurate, and factual records, using appropriate office systems and databases, ensuring confidentiality is maintained at all times.
 - Making ID cards for all buddies
 - Cataloguing case studies and photos.
- 4) Volunteer recruitment and support, including:**
 - Providing advice and support to participants and volunteers on the Gig Buddies project.
 - Undertaking administration of volunteer recruitment including advertising, liaising with various organisations (volunteer centres, universities etc), tracking places where adverts have been placed and keeping these up to date and relevant.
 - Supporting planning of training sessions by collating any materials and undertaking any background research as requested.
 - Supporting buddy relationships on the first one or two nights out at gigs to ensure adequate support is given to the developing friendship.
 - Being a point of contact for buddies.
 - Undertaking the processes around Disclosure and Barring Service (criminal record checks) for all volunteers.
 - Administering the system for taking up references on all volunteers.

- Undertaking volunteer interviews.
- 5) Supporting the logistics of events, such as:**
- Organising the logistics for events and meetings such as Gig Buddies socials, volunteer training courses and trustees meetings.
 - Supporting event management (training sessions, and occasional gigs and conferences) and supporting the team in making travel arrangements for trips. This can also include occasional trips overseas.
 - Staffing information stalls at various events and engaging the public in the work of the charity.
- 6) Helping to monitor and evaluate the project:**
- Supporting the writing of grant evaluations and developing monitoring systems to assess the impact and effectiveness of our work.
- 7) Promoting the project through social media, the press and the internet** to users, relevant stakeholders and the community at large. This could include:
- Writing press releases.
 - Encouraging buddies to write reviews of gigs they've attended.
 - Supporting the charity's social media presence; creating content, monitoring our presence, and developing ways to drive up engagement and reach.
 - Developing imaginative uses of visual media (videos and images) to help promote our work.
- 8) Supporting our fundraising efforts, including:**
- Being responsible to t-shirt sales, and other merchandise and leaflets.
 - Marketing our wares to a wider audience.
 - Supporting fundraising efforts.
 - Proof-reading grant applications, leaflets and PR materials.
- 9) Working as a team member:**
- Sharing skills, and contributing to the smooth running and good reputation of the Charity.
 - This will include supporting the Charity's other events such as conferences and Kiss My Disco club nights, and potentially some travel outside of Sussex.
- 10. Undertaking such other duties and tasks commensurate to the character of work.** Therefore the above list of main tasks in this job description should not be regarded as exclusive or exhaustive.

Closing date for applications is midday on 18th April, and interviews will be held on 6th May



PERSON SPECIFICATION

Project Assistant

	Essential	Desirable
Skills and Abilities		
Ability to communicate effectively with a wide range of people at all levels using a variety of methods.	✓	
Ability to organise own workload, be able to work under pressure and to work to deadlines.	✓	
Ability to respect and promote a person's right to make informed decisions/choices without influence.	✓	
Ability to be organised and also flexible in delivering workload.	✓	
Knowledge / Experience		
Experience of working with people with learning disabilities in an empowering, person-centred way.	✓	
An understanding of the operation of the public, private and voluntary sector.	✓	
An understanding of discrimination and disability issues, and has experience of equal opportunities practice.	✓	
Knowledge of the purpose and practice of voluntary work.		✓
Knowledge of how to produce information in an easier to read format.		✓
Experience of organising and promoting events.		✓
Knowledge of setting up and maintaining organisational systems such as databases and petty cash systems.	✓	
Qualities		
A positive attitude towards the rights, independence, inclusion and choice for people with learning disabilities.	✓	
A keen interest, and skills, in promoting projects in line with current social media trends and practices.		✓
Able to work as part of a team, and to take responsibility for planning and completing your own work.	✓	
Commitment to the values of diversity and equality.	✓	
A self-motivated, committed, free-thinker and innovator.	✓	
Community minded.	✓	
Someone who is able to work well as a team member, and has the attitude of supporting colleagues to get the work done.	✓	
Special Conditions		
Flexibility regarding hours, including evenings and weekends	✓	

Project Assistant – WHAT HAPPENS NEXT?

Successful interview

