**Stay Up Late**

**Gig Buddies Administrator**

**Overall purpose of the role:**

To support the Gig Buddies project manager and project assistant in delivering the Gig Buddies project by supporting all the necessary administration involved. This is an opportunity for someone who is interested in learning about the general running of charities and community organisations.

**Person specification**

**The ideal candidate will have the following skills, experience and attributes:**

**Experience**

* Previous administrative experience in an office
* Experience of working with people with learning disabilities in an empowering, person-centred way

**Skills**

* IT literate with a strong working knowledge of MS excel and MS word. Experience of using Mailchimp and Wordpress would also be desirable
* Good levels of literacy and numeracy
* The ability to be able to support colleagues with learning disabilities in their work at the charity

**Attributes**

* A commitment to the inclusion and equality of people with learning disabilities in every aspect of community life
* The ability to prioritise tasks effectively
* Good attention to detail
* Professional and friendly telephone manner
* Strong work ethic, somebody who is prepared to learn new procedures, is self-motivated and enthusiastic
* Flexible and calm approach, somebody who is comfortable working in a busy environment
* Professional approach to what they do and how they represent themselves and the charity
* An interest in social media and the ability to incorporate this in to their work to help the charity promote its work

**The successful candidate will have the following responsibilities:**

* Reporting to the Project Manager
* Updating the charity's database; inputting details of participants and volunteers, obtaining references for volunteers, etc
* Organising meetings, training sessions and gig buddies socials
* Being responsible for delivering our newsletter
* Helping to monitor and evaluate the Gig Buddies project
* Keeping an up to date forward planner diary for the charity
* Filing and archiving
* Monitoring and ordering stationary when required
* Keeping our petty cash and expenses systems up to date
* Offer general administrative support to members of the team as and when required

**Additional tasks:**

* Recording minutes at trustees, Storm and Thunder and other meetings
* Supporting external work of charity by running information stands and conferences and events etc
* Assisting with the wider work of the charity generally, when required