



# **Gig Buddies**

**Project Co-ordinator**

**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 and incidentally one of Mark Kermode's top 5 documentaries of the 21<sup>st</sup> Century!). 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 Sussex, delivering the Gig Buddies project.

However, Gig Buddies has now been replicated in other parts of the UK and in Sydney, Australia. We 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 that 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.

**STAY UP LATE**

**What we believe!**

**Our Vision**  
For people with learning disabilities to know they can Stay Up Late.

**Our Mission**  
To ensure that people with learning disabilities are fully involved in making decisions about all aspects of their lives.

To ensure that everyone with a learning disability has the opportunity to enjoy a full and active social life.

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.

**Our values**  
Community, innovation, risk-taking, respect, transparency, equality and keeping it punk!

info@stayuplate.org StayUpLateUK StayUpLateUK

[www.stayuplate.org](http://www.stayuplate.org)

## **Gig Buddies Project Co-Ordinator**

This post is based in East Sussex. You will be required to work in our office in Portslade approximately 2 days a week and 1 day a week out in the community in East Sussex.

The post is for 22.5 hours per week (but one hour per day is a paid lunch break, so this amounts to 19.5 hours of work each week), the pattern is negotiable, and it will be necessary to work some evenings and weekends, approx. 2 evenings and 1 Saturday each month. (Sociable hours as we like to call them!)

The salary is £12,871 (pro rata) based on £21,166 per annum (NJC Spinal point 11), paid monthly in arrears. You will be paid on the last working day of the month.

25 days annual leave per year (pro rata).

We also provide a pension scheme for qualifying staff.

**Closing date for applications is mid-day Wednesday 13<sup>th</sup> November. Interviews will be held on Wednesday 27<sup>th</sup> and Friday 29<sup>th</sup> November in Brighton.**

**The start date will be in the week of 6<sup>th</sup> Jan '20**

We will also be organising some flexible pre-induction evenings before Christmas where you can attend our social meet-ups to get a feel for the project. If you are able to attend you will be able to claim the time back in lieu once you start in post.

### **How to apply**

To apply please complete the application form (link on our website) and submit your 60 second video to tell us why you'd be great at the job and what makes your heart sing!

(Details of how to send the video to us are in the application form).

**Please note that we can't accept CVs.**



## JOB DESCRIPTION

**JOB TITLE:** Gig Buddies East Sussex Co-ordinator

**ACCOUNTABLE TO:** Gig Buddies Project Manager

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### 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) Supporting people with a learning disability and/or autism who use the Gig Buddies project.
- 2) Ensuring that Gig Buddies is as led by our beneficiaries as possible. This will include facilitating advisory group meetings, co-working with our Quality Checker and enabling participants of Gig Buddies to have meaningful roles helping to run the project.
- 3) Project administration, including accurate record keeping, processing DBS checks for volunteers, project monitoring, taking up references and keeping our databases organised.
- 4) Maintaining accurate up to date information on participants and volunteers (a knowledge of a system like Salesforce would be particularly helpful).
- 5) Supporting volunteers, including conducting supervisions, helping to mediate relationships between gig buddies when there are issues, interviewing new volunteers and ensuring that volunteers feel valued.
- 6) Organising events such as Gig Buddies socials, and volunteer meet-ups.
- 7) Co-facilitating volunteer training days.
- 8) Communicating appropriately with a wide variety of stakeholders, including people with learning disabilities, support staff, carers, volunteers, funders, community representatives, members of the voluntary, statutory and private sectors.
- 9) Speaking publicly about our work at conferences and networking events.
- 10) Promoting the project through social media, the press and the internet to users, relevant stakeholders and the community at large.
- 11) Contributing relevant articles for our websites.
- 12) Promoting the project to the community through networking and events, including running charity stalls.

- 13) Supporting our fundraising efforts and the wider activities of the charity.
- 14) Working as a team member, sharing skills, and contributing to the smooth running and good reputation of the charity.
- 15) There may be a requirement for some occasional travel outside of Sussex for your work. The charity will make suitable arrangements for your travel and any accommodation.
- 16) Undertaking such other duties and tasks appropriate to the work of the charity.

**Closing date for applications is mid-day Wednesday 13<sup>th</sup> November.**



## PERSON SPECIFICATION

### Project Co-ordinator

	Essential	Desirable
<b>Skills and Abilities</b>		
Ability to problem solve independently and to remain calm in challenging situations.	✓	
Ability to communicate effectively with a wide range of people at all levels using a variety of methods, including a good telephone manner.	✓	
Ability to organise own workload, be able to work under pressure and to work to deadlines.	✓	
Driver	✓	
Owning your own car would be desirable		✓
<b>Knowledge / Experience</b>		
Experience of working with people with learning disabilities in an empowering, person-centred way, always treating people as individuals.	✓	
Experience of group facilitation, for example training or consultation.	✓	
Experience of supporting volunteers.		✓
Experience of organising and promoting events.		✓
Experience of administration and knowledge of Microsoft office or similar software.	✓	
An understanding of the database system Salesforce		✓
A good knowledge of the local cultural scenes in parts of either East or West Sussex (being a resident of either of these places would be beneficial)		✓
<b>Qualities</b>		
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.	✓	
Commitment to the values of diversity and equality and able to recognise and challenge disability discrimination in all its forms.	✓	
Someone who is able to work well as a team member, and has the attitude of supporting colleagues to get the work done.	✓	
Someone who can work independently out in the community and use their initiative.	✓	
Sensitive and a good listener.	✓	
A confident and positive person - willing to participate, get stuck in and have fun!	✓	
<b>Special Conditions</b>		
Flexibility regarding hours, including evenings and weekends	✓	

**We also asked our advisory group, the Storm and Thunder Team, what is important to them in the right person. (The Storm and Thunder Team is made up of participants with learning disabilities).**

	Essential	Desirable
<b>Skills and Abilities</b>		
Good at problem solving	✓	
Good at making our ideas happen	✓	
Good at finding creative ways to help us communicate	✓	
Being clear when making arrangements	✓	
Good at including people with learning disabilities meaningfully in volunteering in the office	✓	
Good at speaking in meetings	✓	
<b>Knowledge / Experience</b>		
Experience of supporting people with learning disabilities	✓	
Good at IT and using computers	✓	
<b>Qualities</b>		
Friendly	✓	
Organised	✓	
Flexible	✓	
Not phased by a bit of chaos	✓	
Good at time management	✓	
Someone who is good at taking part	✓	
A good sense of humour	✓	
Happy to dance – it doesn't matter if you're not a good dancer!	✓	
Loves music and going to gigs	✓	
Respectful and not judgemental	✓	
Has a 'Let's do it, let's do it' attitude	✓	

# Project Co-ordinator – WHAT HAPPENS NEXT?

## Successful interview

