



Sports Buddies Coordinator

Information Pack

General information

Stay Up Late was started as an awareness raising campaign by the punk 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 21st 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 Australia with more sites planned later this year.

We also 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.

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.

Our Vision and Values

Our vision

That learning disabled people and people with autism should live the lives they want, stay up late and have fun. We believe they should be included within all aspects of society and their communities.

Mission – we fight for the right to party

We do this through our projects and through campaigning:

- We campaign against inflexible practices and attitudes that prevent people from living the lives that they want.
- Finding solutions to the barriers that people face when trying to have an active social life, particularly around choosing their own bedtimes.
- Demonstrating what is possible through projects such as Gig Buddies.

Our values – keeping it punk!

Inclusive - We value the different strengths that people bring. The people we work with are front and centre stage.

Fun – We are creative and innovative, using humour as a way of provoking debate and generating change. Our work is serious fun.

Disruptive – We are risk-takers, responsive and resourceful. We are outspoken activists and make change happen.

Community – We promote collective responsibility and belonging. And we mean it!

Integrity – We work in a way that reflects how we want the world to be.

Focussed – We pick our fights carefully. We're a small organisation so we need to be agile and won't be everything to everyone.

Our charity is built on community, kindness, humility and getting things done!

Sports Buddies Co-ordinator

This is a brand-new project which aims to support people with learning disabilities to get physically active and make new friends at the same time. This is a crucial thing as we start to emerge from lockdown and we need to hit the ground running in taking the opportunity to develop this project quickly.

The post will be based in Hove but will cover the whole of Sussex so you will need to be a driver with access to a car. Our team also now do a mixture of home and office-based working to suit the needs of their work.

The post is for 22½ hours per week and the pattern is negotiable and it may be necessary to work some evenings and weekends ('sociable hours' as we like to call them!)

This is a temporary post for 6 months but our intention is to extend it subject to funding.

The salary is £12,871 (pro rata) based on £21,166 per annum paid monthly in arrears.

You will have 25 days annual leave per year (pro rata).

We also provide a contributory pension scheme for qualifying staff.

Closing date for applications is 5pm on Friday 21st May.

Interviews will be held on 1st June.

Start day will be 1st July.

How to apply

To apply please complete the application form (link on our website) and also 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.



DESCRIPTION

Job title: **Sports Buddies Coordinator**
(Temporary contract for 6 months with intention to extend, subject to funding)

Responsible to: **Gig Buddies Project Manager**

Overall purpose of the job

To implement, run and develop our new Sports Buddies project across Sussex.

The focus of the project is to support people with learning disabilities and autistic people to be active so the definition of 'sport' can mean anything that involves physical activity. So as well as recognised sports it can include nature walks, dancing or any physical activities that are about participation.

Key Responsibilities

- 1) Delivering the Sports Buddies project.
- 2) Working in a way that ensures that the project is as led by our beneficiaries as possible. This will include facilitating advisory group meetings and enabling participants of Sports Buddies to have meaningful roles in helping to run the project.
- 3) Recruiting and training volunteers.
- 4) Project administration including accurate record keeping, monitoring and evaluation, processing DBS checks for volunteers, taking up references and being generally well organised.
- 5) Promoting the project across Sussex and making links with clubs and organisations as appropriate.
- 6) Making matches between people with learning disabilities and volunteers, supporting these relationships as required.
- 7) Organising events such as Sports Buddies socials.
- 8) Using your creativity and ingenuity to create new links and opportunities for people with learning disabilities in getting active.
- 9) To demonstrate the potential future success of this project we will aim to have at least 10 matches made within 6 months.
- 10) Speaking publicly about our work at conferences and networking events.
- 11) Promoting the project through social media to the community at large.
- 12) Contributing relevant articles to our website.
- 13) Working as a team member, sharing your skills, and contributing to the smooth running and good reputation of the charity. You will of course receive support from the wider team too.
- 14) Undertaking such other duties and tasks commensurate to the work of the charity.



PERSON SPECIFICATION

Sports Buddies Coordinator

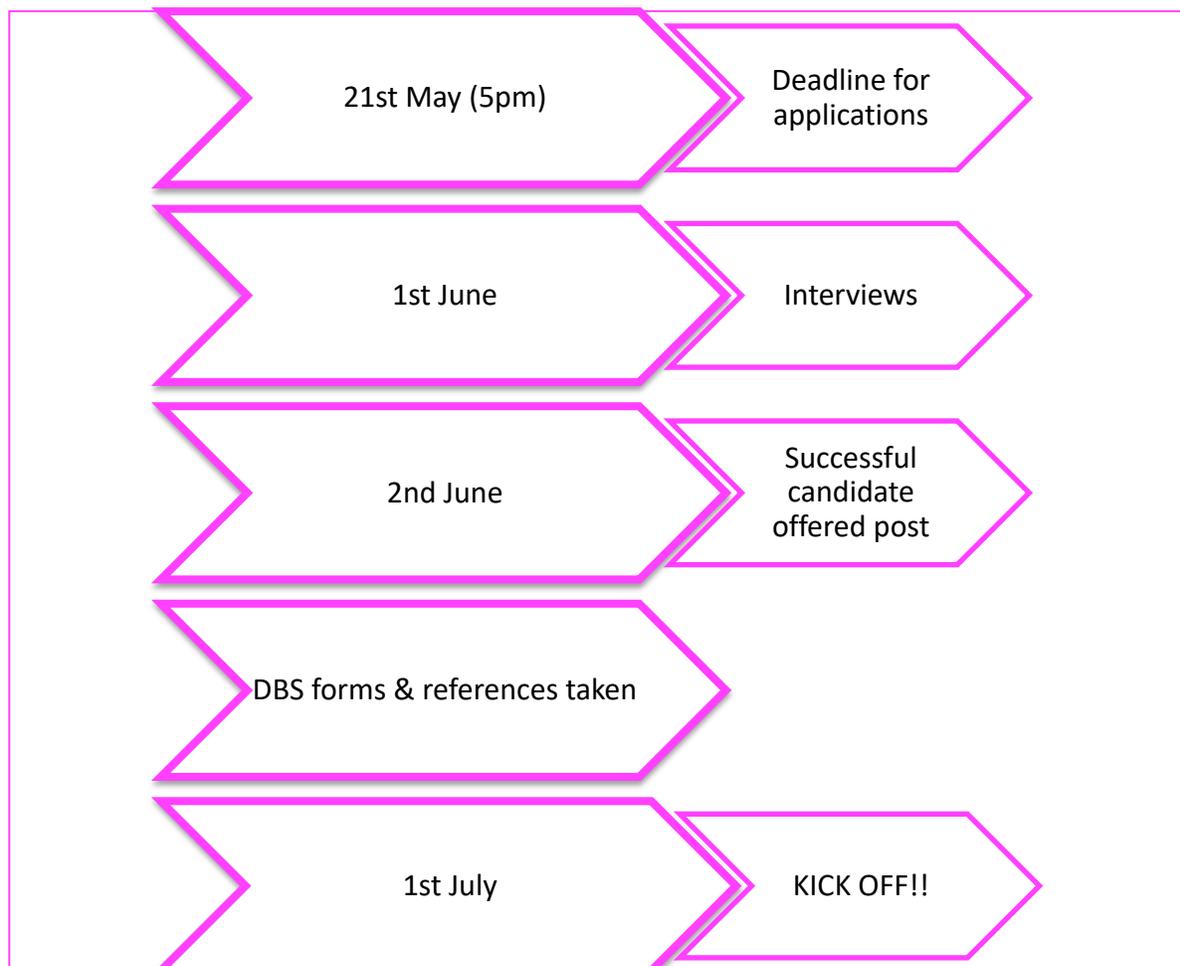
	Essential	Desirable
Skills and Abilities		
Ability to problem solve independently and to remain calm in challenging situations.	✓	
Ability to communicate effectively with a wide range of people at all levels using a variety of methods, including a good telephone manner.	✓	
Ability to organise own workload, be able to work under pressure and to work to deadlines.	✓	
Driver	✓	
Access to own transport	✓	
Knowledge / Experience		
A passion for sport, nature or physical activities	✓	
Experience of working with people with learning disabilities in an empowering, person-centred way, always treating people as individuals.	✓	
Experience of project management/coordination	✓	
Experience of group facilitation, for example training, workshops or consultations.	✓	
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, or similar.		✓
Knowledge of the geography of East & West Sussex.		✓
Qualities		
A positive attitude towards the rights, independence, inclusion and choice for people with learning disabilities.	✓	
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.	✓	
A creative thinker	✓	
Someone who can work independently and use their initiative.	✓	
Sensitive and a good listener.	✓	
A confident and positive person - willing to participate, get stuck in, give it a go and have fun!	✓	
Someone who has the 'punk ethos' – in that they just want to make things happen and get things done quickly	✓	

Special Conditions		
Flexibility regarding hours, including evenings and weekends	✓	
Love of wearing track suits to work	Optional	

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
Skills and Abilities		
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	✓	
Knowledge / Experience		
Experience of supporting people with learning disabilities	✓	
Good at IT and using computers	✓	
Qualities		
Friendly	✓	
Organised	✓	
Flexible	✓	
Not fazed 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	✓	

KEY DATES



www.stayupdate.org

www.gigbuddies.org.uk

Greater diversity leads to greater results for our charity.

We are a charity built on the foundations of how we want society to be. We are therefore committed to equality of opportunity for all staff and applications are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race or religion. Ours is a community where diversity is valued and respected and all are loved.