

**Administrator**

**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 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 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 strongcommitment 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.

WHAT STAY UP LATE IS REALLY GOOD AT

* Strong brand and reputation

- Simple purpose

- Very strong awareness and reputation relative to size

- Unique approach and ‘punk’ ethos

* Changing the narrative for people with learning disabilities
* Innovation: Gig Buddies and Social Franchise
* Participation and inclusion of people with learning disabilities
* A great place to work – people love the cause

Administrator

The post is for 15 hours per week. You are entitled to a paid lunch break, so this amounts to 13 hours of work each week. The working pattern is negotiable, but spreading the hours across 4/5 days would help with day to day running of the charity. It may be necessary to work very occasional evenings and weekends such as events like the AGM. (Sociable hours as we like to call them!)

The salary is £8,581 (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 5pm on Monday 26th August ‘21.**

The start date will be the week beginning 31st August ’21.

How to apply

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

Please note that we can’t accept CVs.

JOB DESCRIPTION 

**JOB TITLE:** **Administrator**

##### ACCOUNTABLE TO: Director

## OVERALL PURPOSE OF THE JOB

charity and the campaigning work of the ch

## Key Responsibilities

1. General office admin tasks and being main point of contact for answering phone and general enquiry emails.
2. Providing admin support for the board of trustees; organising meetings, minuting meetings and other support. (There are 4 trustee meetings each year plus the AGM).
3. Monitoring our general email for new enquiries.
4. Project administration, including accurate record keeping, diary management, large mail outs, processing DBS checks for volunteers, taking up references and keeping our Salesforce and Mailchimp databases organised.
5. Supporting and organising meetings such as team meetings
6. Being responsible for the office space (encouraging team to keep it tidy and dealing with any contractors such as broadband etc) and keeping equipment audits.
7. Maintaining good financial records and supporting the team with this.
8. Getting good deals on services such as mobile phones, broadband and insurance etc
9. Organising staff travel and accommodation for events.
10. Supporting communications through organised approach to cataloguing case studies, photos and videos.
11. Supporting office volunteers with learning disabilities, with their work.
12. Working as a team member, sharing skills, and contributing to the smooth running and good reputation of the charity.
13. Undertaking such other duties and tasks that fit with the wider work of the charity.

**Closing date for applications is 5pm on Monday 26th July.**

PERSON SPECIFICATION 

Administrator

|  |  |  |
| --- | --- | --- |
|  | **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. | **🗸** |  |
| Knowledge / Experience |  |  |
| Experience of working in an office environment.  | **🗸** |  |
| Experience of working with people with learning disabilities in an empowering, person-centred way, always treating people as individuals. |  | **🗸** |
| Experience of minuting meetings.  | **🗸** |  |
| Able to produce minutes and other papers in an easier to read format. |  | **🗸** |
| Experience of managing finance systems. | **🗸** |  |
| An understanding of the finance system Quickbooks. |  | **🗸** |
| Experience of organising and promoting events. |  | **🗸** |
| Experience of administration and knowledge of Microsoft office. | **🗸** |  |
| Good computer skills e.g. using mail merge and using formulas. |  | **🗸** |
| An understanding of the database system Salesforce. |  | **🗸** |
| 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. | **🗸** |  |
| Sensitive and a good listener.  | **🗸** |  |
| Comfortable at working in a busy office and managing a number of different priorities at the same time. | **🗸** |  |
| A confident and positive person - willing to participate, get stuck in and have fun!  | **🗸** |  |
| **Special Conditions** |  |  |
| Flexibility regarding hours |  | **🗸** |

**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).**

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|  | **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 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 | **🗸** |  |

**Admininstrator – WHAT HAPPENS NEXT?**

**Successful interview**