

**Project Assistant**

**(temporary 6 months with a view to extend)**

**Information Pack**

# GENERAL INFORMATION

Stay Up Late was started as an awareness raising campaign by the band Heavy Load in 2006 and was featured in a 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. 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

Project Assistant (temporary for 6 months)

This post is based in Sussex, with a mix of home working, working from our office in Hove, and work out in the community.

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 (Sociable hours as we like to call them!)

The salary is £11,744 (pro rata) based on £19,312 per annum paid monthly in arrears. You will be paid on the last working day of the month.

28 days annual leave per year (pro rata).

We also provide a pension scheme for qualifying staff.

**Closing date for applications is 9am on Monday 31st January ’22.**

Interviews will be held on Friday 4th February.

**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.

How to apply

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

Applications by email to katie@stayuplate.org or post to Katie Windsor, Stay Up Late, Fellowship Room Office, Hove Methodist Church, Portland Road, Hove, BN3 5DR

DESCRIPTION 

**JOB TITLE:** **Project Assistant**

 **(6 months temporary contract with a view to extend)**

**JOB DETAILS: Part time 3 days a week 22.5 hours a week**

##### ACCOUNTABLE TO: Gig Buddies Project Manager

## OVERALL PURPOSE OF THE JOB

To support the delivery of a range of specific Stay Up Late projects and to provide wider support to the team and charity as a whole.

## Key Responsibilities

1. Supporting people with a learning disability and/or autism who use our projects.
2. Working with the Director and Project Manager on the planning and delivery of specific projects such as ‘Comms Squad’ and the Quality Team.
3. Supporting the Gig Buddies and Sport Buddies Coordinators to organise and run events such as advisory groups and socials.
4. Supporting the Coordinators with specific tasks such as outreach and recruitment of volunteers and participants.
5. Project administration, which could include: accurate record keeping, processing DBS checks for volunteers, project monitoring, taking up references, keeping our databases organised, and organising our photo library.
6. Supporting our Administrator with other general admin tasks.
7. 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.
8. Posting about our work to our social media channels to help tell our story.
9. Promoting the project to the community through networking and events, including helping to run charity stalls.
10. Working as a team member, sharing skills, and contributing to the smooth running and good reputation of the charity.
11. 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.
12. Undertaking such other duties and tasks appropriate to the work of the charity.

PERSON SPECIFICATION 

Project Assistant

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| --- | --- | --- |
|  | **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 with access to own car |  | **** |
| Knowledge / Experience |  |  |
| Experience of working with people with learning disabilities in an empowering, person-centred way, always treating people as individuals. |  | **** |
| Experience of organising and promoting events. |  | **** |
| Experience of administration and knowledge of Microsoft office or similar software.  | **** |  |
| An understanding of the database system Salesforce |  | **** |
| 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. | **** |  |
| 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!  | **** |  |
| **Special Conditions** |  |  |
| Flexibility regarding hours, including evenings and weekends | **** |  |

**KEY DATES**

www.stayuplate.org

www.gigbuddies.org.uk