

**Stay Up Late Assistant**

**Information Pack**

# GENERAL INFORMATION

Stay Up Late was started by the band Heavy Load, who were concerned at people with learning disabilities missing out on gigs due to their support staff working inflexible shift patterns.

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 and/or autism. We now have the Gig Buddies and Sports Buddies projects in Sussex.

We have a strongcommitment to developing projects that will enable people with learning disabilities to enjoy full and active social lives. We 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!

Our values

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. 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.

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

Focused – We pick our fights carefully. We’re a small organisation so we won’t be everything to everyone.

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| **A yellow and pink text on a black background  Description automatically generated with medium confidence** | **Stay Up Late Assistant**  **Job Description** |
| **A group of people looking at a magnifying glass  Description automatically generated** | **Working as part of Stay Up Late’s Quality Team you will:**   * Talk to residents and staff in supported housing about where they live and work * Help to write reports on what you found out * Give face to face feedback to supported housing organisations |
| **A person pointing at a whiteboard  Description automatically generated with low confidence** | **Helping with volunteer training you will**   * Attend our volunteer training days * Talk to our trainees about your life and experiences * Judge their dancing skills! |
| **A person sitting at a computer  Description automatically generated with low confidence** | **Supporting the team in the Stay Up Late office you will:**   * Help carry out surveys * Write blogs * Update our records on a laptop computer |
| **A group of people sitting at a table  Description automatically generatedA person looking at a group of people on a video call  Description automatically generated with low confidence** | **To help develop and improve our service you will**   * Take part in range of meetings for Stay Up Late. These might be in person or on Zoom * Help run our advisory group meetings with support from your line manager * Go to conferences and volunteer recruitment events to talk about our work. |
| **A person and person sitting at a table  Description automatically generated with medium confidence** | **Support & Supervision**   * You will meet your line manager every 3 months for supervision and once a year for an appraisal. |
| **A person in a suit with his hand on his chin  Description automatically generated with medium confidence** | **Other Duties**   * Sometimes we might ask if you want to do jobs not on the list. You will be given support to do them. You can say no if you don’t want to do them |

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| **A yellow and pink text on a black background  Description automatically generated with medium confidence Stay Up Late Assistant**  **Person Specification** | |
|  | **Essential** |
| andshake3 | Enjoys meeting new people |
| eacher 2 | Enjoys learning from others as well as sharing their own knowledge and experience. |
| omen Chat 1 | Has good communication skills like listening and asking appropriate questions. |
| isten | Wants to understand what is important to different people about their support and where they live |
| atch point | Is reliable and a good time keeper |
| ocus group | Can keep focused on the task they are doing. |
| us | Is able to make their own way to our office in Hove. |
|  | **Desirable** |
| lan Together | Has experience of working as part of a team |
| A person looking at a computer  Description automatically generated with medium confidence | Has experience using email, Zoom, main Microsoft programmes |

**Key dates**

**Closing date for applications is 5 pm Friday 16th June 2023**

Interviews will be held on Tuesday 27th June 2023

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 [malcolm@stayuplate.org](mailto:malcolm@stayuplate.org) or post to Malcolm Hill, Stay Up Late, Fellowship Room Office, Hove Methodist Church, Portland Road, Hove, BN3 5DR.

If you would like to speak about the role before applying, please call Malcolm on 07514622204

www.stayuplate.org

www.gigbuddies.org.uk