



Gig Buddies

Project Assistant

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 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!

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www.stayuplate.org

Gig Buddies Project Assistant

This is a part-time, temporary post for 12 months. (It will continue subject to funding).

The post is for 22 hours per week (but one hour per day is a paid lunch break, so this amounts to 19 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 £11,322 (pro rata) based on £18,870 per annum (NJC Spinal point 18), paid monthly in arrears. You will be paid on the last working day of the month.

25 days annual leave per year.

We also provide a pension scheme for qualifying staff.

Closing date for applications is 5pm on Thursday 13th April. Interviews will be held on Friday 20th April.

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 Project Assistant

ACCOUNTABLE TO: Gig Buddies Project Manager

Outline of the job

This is an exciting opportunity to work in a small (and young) charity with a national/international reputation for delivering high quality and innovative work.

Your job will be to support the Project Manager in delivering and developing the Gig Buddies project across Sussex with particular focus in targeting the project to people with learning disabilities and/or autism living in more rural locations across Sussex.

There will also be an element of supporting the wider work of the charity and you will be expected to embrace the philosophy and ethos of the charity in all your work.

This is a new role in and you will be encouraged to inject your own personality in developing it. You will also be expected to work in a way that fosters a spirit of creativity and have a willingness to make things happen.

Overall purpose

- Supporting our community of participants and volunteers to get the most out of buddying. This will, include matching buddies, recruiting and interviewing new volunteers, providing on-going support and ensuring that volunteers feel valued.
- Conducting targeted recruitment campaigns for new volunteers, especially around particular communities of interest.
- Organising events such as Gig Buddies socials.
- To support the admin needs of the team.

Supporting the wider work of the Gig Buddies project

- Co-facilitating training, including volunteer induction days and other training as necessary.
- Ensuring that the Gig Buddies project is as led by participants as much as possible. This may include co-facilitating our advisory group meetings.
- Working as a team member, sharing skills, and contributing to the smooth running and good reputation of the charity.

- Speaking publicly about our work at conferences and networking events.
- Being active in promoting our work through social media and contributing to our website.
- Supporting our fundraising efforts and the wider activities of the charity.

Upholding the ethos of the organisation

As a charity we have a commitment ensuring that our beneficiaries are meaningfully involved in all aspects of our work. We also have a commitment to open and transparent communication and decision making within the charity and you will be invited to attend board meetings.

This means you will need to work in a way that is creative and draws out the skills and interests of participants in delivering our wider work.

Other details

Due to the rural nature of the work it will be necessary to provide transport for some participants to and from socials and matching meetings.

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.

We're called Stay Up Late for a good reason and that means you will be expected to work unsociable hours – or 'sociable hours' as we like to call them!

Stay Up Late is a small charity with a good reputation for innovative and impactful work. This means it is highly likely that you will be asked to undertake other tasks and duties that fit alongside your role, and that fit with the wider work of the charity, for example, representing our work at music festivals, conferences, our annual general meeting and other events.

Part of your role could therefore include public speaking, camping and dancing



Gig Buddies Project Assistant – Person Specification

	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.	✓	
Computer skills (Microsoft Office and Wordpress)	✓	
Knowledge / Experience		
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.	✓	
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.	✓	
Sensitive and a good listener.	✓	
A confident and positive person - willing to participate, get stuck in and have fun!	✓	
Well organised	✓	
Special Conditions		
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).

This is what they said...

	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 proactive attitude	✓	

Project Assistant – WHAT HAPPENS NEXT?

Successful interview

