



Gig Buddies

Quality Team Co-ordinator

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

Quality Team co-coordinator

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

The post is for 8 hours per week (but one hour per day is a paid lunch break, so this amounts to 7 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 £3,774 (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.

You will be based in our Brighton office but there will be an element of lone and remote working.

Closing date for applications is 5pm on Thursday 12th April. Interviews will be held on Monday 23rd 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: Quality Team Project Coordinator

ACCOUNTABLE TO: Director

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.

You will be responsible for managing a small team of people with learning disabilities who will take responsibility for delivering a number of quality checking audits for a local support provider.

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

- Managing a small team of people with learning disabilities to deliver quality audits. You will act as co-ordinator, trainer, mentor and support the quality checks. You will also be responsible for enabling the team to produce accessible reports of their findings in a timely and constructive manner.
- The visits will be agreed by a local support provider.
- You will be using a tool and process that we have developed but within that you will need to work in a creative way, as well as being highly organised.

Supporting the wider work of the charity

- Potentially co-facilitating training.
- Ensuring that the project is as led by people with learning disabilities as much as possible. This may include co-facilitating sessions at 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 location of the services being audited it will be necessary to provide transport for the quality checkers.

The visits will need to fit round the needs of the people at the places being visited. This may mean that visits need to be undertaken at weekends or in the evenings. You will need to be flexible to facilitate the effective running of the project.

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 there may be opportunities 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



Quality Team Coordinator – 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. | ✓ | |
| Able to work diplomatically and professional with external support providers and other organisations who contract us for work. | ✓ | |
| Confident in making homemade videos (for accessible reporting) | ✓ | |
| 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 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 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! | ✓ | |
| Respectful and not judgemental | ✓ | |
| Has a proactive attitude | ✓ | |

Project Assistant – WHAT HAPPENS NEXT?

Successful interview

