

**Gig Buddies Croydon**

**Project Manager**

 **Information Pack**

# General Information

**Who?**

We are a group of adults with learning disabilities and we are creating exciting social and creative opportunities in Croydon for ourselves and for other people.

We are,

**Pioneers**

We were the first to provide accessible club nights in mainstream Croydon venues.

**Artists and creatives**

We produce new and original art, by collaborating with musicians, DJs, actors, film-makers, fine artists, photographers and many others. We support and encourage learning disabled artists.

**Communicators and campaigners**

We help to promote a better understanding of people with learning disabilities. We’re working towards a more inclusive, accessible, and fairer Croydon.

**Friendly, ambitious, supportive, proud, experimental, forward-looking, welcoming – and successful!**

Club Soda is made up of:

* 8 committee members who make all the important decisions
* 40 members who attend weekly workshops and projects
* 12 volunteers
* 300+ people who attend our regular programme of events

Most have a learning disability or difficulty, and some may also have a mental health condition. We also employ freelance artists and creatives to help us with projects.

We formed in 2009 with the help of Croydon Council and we are now an independent not-for-profit social enterprise. We are supported by a part-time member of staff from the Council.

**What, Why, How**

**Our vision – the world we want to see**

We want Croydon to be a place where people with learning disabilities are as happy, social, creative and valued as everyone else.

**Our mission – how we’re achieving this**

Club Soda’s mission is to create opportunities and change perceptions. We create opportunities for people with learning disabilities to be happy and social, creative and productive. And we change perceptions about people with learning disabilities, and about Croydon.

We do this through social and creative activities which empower and excite us, and which include weekly workshops in DJing and music making.

**Background to Gig Buddies Croydon**

Gig Buddies Croydon is focussed on benefiting people with learning disabilities and/or autism. We pair someone who has a learning disability with a volunteer buddy, to become friends and go to events together. The Gig Buddies project makes volunteering easier, by enabling volunteers to go to gigs and other events that they might already be going to, but they would now go with someone with a learning disability.

In 2017 Club Soda was one of 10 organisations across the UK chosen by the charity, Stay Up Late, to launch local Gig Buddies projects. We became the first such organisation in London to run this pioneering project.

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). 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.

Gig Buddies: Project Manager

Attached is a job description for the post of Project Manager.

The Project Manager will be employed by Club Soda on a one year contract initially, with the option to extend.

The post is for 21 hours per week, the work pattern is negotiable.

The salary is £30,550 pro rata paid monthly in arrears.

You will be entitled to 17 days annual leave per year (includes Bank Holidays).

The successful candidate will be subject to an Enhanced DBS check.

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.

(Details of how to send the video to us are in the application form).

JOB DESCRIPTION 

**JOB TITLE:** **Project Manager**

##### ACCOUNTABLE TO: Director

## OVERALL PURPOSE OF THE JOB

To set up, co-ordinate and manage the provision of the Gig Buddies Croydon project.

## Key Responsibilities

1. To design, set up and manage a community based gig buddy service which actively promotes the rights, independence and choices of those with learning disabilities.
2. To work alongside an advisory group made up of service users to support the work of the trustees and ensure that the charity has a ‘user-run’ focus.
3. To recruit, train and supervise ‘buddies’, which will include processing and managing DBS checks, and organising regular social ‘meet ups’, ensuring compliance with relevant legislation.
4. To manage budgets and petty cash, maintaining financial records for auditing purposes. This will include keeping up-to-date, accurate, and factual records, using appropriate office systems and databases, ensuring confidentiality is maintained at all times.
5. To promote the service to users, relevant stakeholders and the community at large; this will include maintaining an active online presence through blog posts and appropriate use of social media.
6. To report to the Board of Trustees regularly on progress and projected sustainability of the project.
7. To foster and develop professional links and good quality relations with statutory, and other agencies and the community at large. This will include raising awareness and understanding of Gig Buddies Croydon within the community, and the difficulties that those with learning disabilities face, and delivering presentations on the project.
8. To work as a team member sharing skills, and contributing to the smooth running and good reputation of the organisation. This will include supporting the organisation’s other events.
9. Undertake such other duties and tasks commensurate to the character of work. Therefore the above list of main tasks in this job description should not be regarded as exclusive or exhaustive. As a new project, Gig Buddies Croydon will naturally evolve and this may impact on the development of the role over the first year.

**Closing date for applications is midday on 11 March 2019, and interviews will be held on 18 March 2019.**

**Club Soda**

**Staff Structure**

PERSON SPECIFICATION 

**Project Manager**

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| **Skills and Abilities** |
| 1. | Ability to communicate effectively with a wide range of people at all levels using a variety of methods |
| 2. | Ability to organise own workload, be able to work under pressure and to work to deadlines |
| 3. | Ability to set up and co-ordinate a community based project |
| 4. | Ability to respect and promote a person’s right to make informed decisions/choice without influence |
| Knowledge / Experience |
| 1. | Proven experience of managing projects of similar complexity |
| 2. | An understanding of the operation of the public, private and voluntary sector |
| 3. | An understanding of discrimination and disability issues, and has experience of equal opportunities practice |
| 4. | Knowledge of the purpose and practice of voluntary work |
| 5. | Experience of organising and promoting events |
| 6. | Knowledge of IT packages to be used (Microsoft Excel/ Word/Wordpress) |
| Qualities |
| 1. | A positive attitude towards the rights, independence, inclusion and choice for people with learning disabilities |
|  2. | A keen interest, and skills, in promoting projects in line with current social media trends and practices |
| 3. | Able to work as part of a team, and to take responsibility for planning and completing your own work |
| 4. | Commitment to the values of diversity and equality  |
| 5. | A self-motivated, committed, free thinker and innovator |
| 6. | Community minded |
| **Special Conditions** |
|  1. | Flexibility regarding hours; including evenings and weekends |