



# **Gig Buddies Croydon Project Assistant**

## **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 matches adults with learning disabilities to volunteers who have similar interests, to go to events together that they both love. Gig Buddies makes sure that people with learning disabilities don't miss out on a social life by enabling people to make friends with members of their community.

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 a campaign by the band Heavy Load in 2006. 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. Gig Buddies was created as a solution.

Gig Buddies is about empowering people with learning disabilities to access their local cultural scene, building friendships and giving people choice about the way they live their lives. Through monthly socials at different cultural venues and matching pairs of buddies, Gig Buddies creates a community of people bringing about social change.

Since the launch of Gig Buddies Croydon in April 2019 we have:

- Engaged **30** volunteers and participants onto the project
- Matched **5** pairs of buddies
- Facilitated **4** volunteer training sessions
- Held **16** social events in local venues
- Had over **100** people attend across all social events
- Promoted Gig Buddies at **2** local festivals
- Presented at **4** local community groups
- Developed partnerships with **over 5** local organisations and venues

## **Gig Buddies: Project Assistant**

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

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

The post is for 14 hours per week, the work pattern is negotiable.

The salary is £23,000 pro rata paid monthly in arrears. (1)

You will be entitled to 11.5 days annual leave per year (includes Bank Holidays). (2)

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 Assistant (Gig Buddies)

**ACCOUNTABLE TO:** Project Manager (Gig Buddies)

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### ***OVERALL PURPOSE OF THE JOB***

To support the Project Manager in delivering and developing the Gig Buddies project across Croydon. There will also be an element of supporting the wider work of the charity.

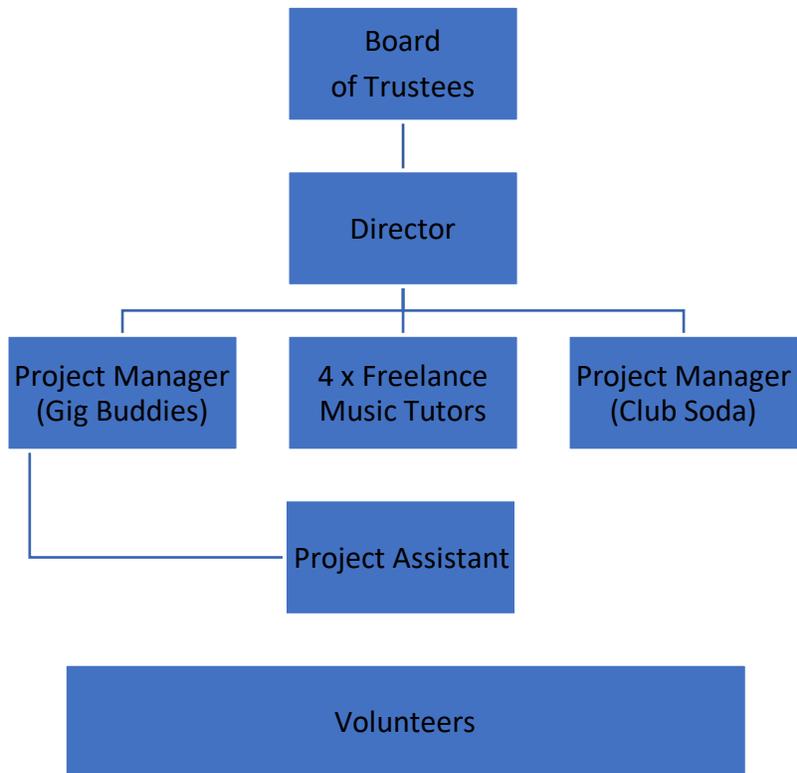
### ***Key Responsibilities***

- 1) Supporting people with a learning disability and / or autism who use the Gig Buddies Croydon project.
- 2) Ensuring that Gig Buddies Croydon is as user led as possible.
- 3) Project administration, including accurate record keeping, processing DBS checks for volunteers, project monitoring, taking up references and keeping our databases organised.
- 4) Supporting volunteers, including conducting supervisions, helping to mediate relationships between gig buddies when there are issues, interviewing new volunteers and ensuring that volunteers feel valued.
- 5) Organising events such as Gig Buddies socials, volunteer induction days and trustees meetings.
- 6) Facilitating training, including volunteer induction days and other training as necessary.
- 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) Speaking publicly about our work at conferences and other events.

- 9) Promoting the project through social media, the press and the internet to users, relevant stakeholders and the community at large.
- 10) Maintain the Gig Buddies Croydon website and social media accounts with regular updates.
- 11) Promoting the project to the community through networking and events, including running charity stalls.
- 12) Supporting our fundraising efforts and the wider activities of the charity.
- 13) Working as a team member, sharing skills, and contributing to the smooth running and good reputation of the charity.
- 14) There may be a requirement for some occasional travel outside of London for your work. The charity will make suitable arrangements for your travel and any accommodation.
- 15) Undertaking 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.

**Closing date for applications is 5pm on 21 February 2020, and interviews will be held on 2 March 2020.**

## Club Soda Staff Structure





# PERSON SPECIFICATION

## Project Assistant

<b>Skills and Abilities</b>	
1.	Ability to problem solve independently and to remain calm in challenging situations.
2.	Ability to communicate effectively with a wide range of people at all levels using a variety of methods, including a good telephone manner.
3.	Ability to organise own workload, be able to work under pressure and to work to deadlines.
<b>Knowledge / Experience</b>	
1.	Experience of working with people with learning disabilities in an empowering, person-centred way, always treating people as individuals.
2.	Experience using social media to promote projects.
3.	Experience of administration and knowledge of Microsoft office or similar software.
<b>Qualities</b>	
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.	Commitment to the values of diversity and equality and able to recognise and challenge disability discrimination in all its forms.
4.	Someone who is able to work well as a team member, and has the attitude of supporting colleagues to get the work done.
5.	Sensitive and a good listener.
6.	A confident and positive person - willing to participate, get stuck in and have fun!
<b>Special Conditions</b>	
1.	Flexibility regarding hours; including evenings and weekends