



Leisure Link Project Assistant

Application Pack

Who is Club Soda?

Club Soda is a charity based in Croydon. We create exciting social and creative opportunities for people with learning disabilities.

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

Our work is led by a group of adults with learning disabilities, called our **Advisory Board**. They work with our Trustees (**a team of experts who give us advice**) and a small team of staff members to make decisions about how we run.

What do we do?

- Accessible club nights and live music events
- Weekly DJ workshops
- Weekly Music making workshops
- Professional support for musicians with learning disabilities
- Gig Buddies project
- Leisure Link project



Leisure Link

Leisure Link is a group for people with learning disabilities and supporters who meet once a month to talk about arts and leisure: things they have done and things they are looking forward to.

Members of Leisure Link help to produce a monthly newsletter, which:

- Shares reviews, top tips and recommendations for events, services and venues in Croydon
- Displays a list of useful arts and leisure services in Croydon for people with learning disabilities
- Celebrates and promotes inclusive events and activities across Croydon
- Features a fun map of Croydon showing popular local venues that are highly recommended
- Provides useful access information for all venues and events that we list

Read our **Leisure Link newsletters** here:

<https://www.clubsoda.org.uk/project/leisure-link/>

In 2021, we began making the **Leisure Link Podcast** which holds the mic up to some of Croydon's best artists, performers and musicians with learning disabilities. We also feature interviews with inclusive arts and leisure organisations from Croydon and drop in at our favourite local venues too.

Listen to the **Leisure Link Podcast** here:

<https://www.podomatic.com/podcasts/leisurelink>

Leisure Link: Project Assistant

Below is a job description for the role of Project Assistant.

The Project Assistant role is for an adult with a learning disability to join the Club Soda team.

The Project Assistant will be employed by Club Soda on a three year contract. **A contract means a written agreement.**

The job is for **8 hours** a week.

The salary is **£4,600** a year, paid monthly. (£23,000 pro rata, **which means the amount that would be paid if the job was full time**)

You will be allowed **5.5** days annual leave (**days of holiday**) per year (includes Bank Holidays)

The person who gets the job will have an Enhanced DBS check. **This checks if you have a criminal record and that you are suitable to work with us.**

To apply please fill in this application form

<https://forms.gle/2ETQSTguYouC17yy7>.

You can apply using video or audio instead. If you would like to do this please use the questions on this form

<https://forms.gle/itzyUotNqddJmtYz6>.

Instructions for sending us video / audio can be found in the above application forms.

Job Description

Job title: Project Assistant (Leisure Link)

Supported by: Project Manager (Leisure Link)

The reason for this role:

To help the Project Manager run the Leisure Link project in Croydon. You will also sometimes be asked to work on other Club Soda projects, like the live events or on Gig Buddies Croydon.

Responsibilities:

- Supporting people with a learning disability and / or autism who use the Leisure Link project.
- To help make sure that Leisure Link is as user led as possible. **This means that the people that use the project have a big say in how it is run.**
- Project admin, including sending emails and making phone calls to Leisure Link members and to new contacts.
- Posting weekly on social media, scheduling posts and replying to messages online. Be the voice of our social media and promote our message.
- Help the Project Manager to organise social events.

- Speak to partner organisations (**other projects in Croydon**) and the public about our work at events.
- Working as part of a team, sharing skills, and helping the charity to achieve our goals.

Closing date for applications is Monday 13th June 2022, and interviews will be held on Friday 24th June 2022.

If you have any questions about the role, please get in touch either via email at info@clubsoda.org.uk or by telephone on 07309 750 283.

Project Assistant - Person Specification

(this means the skills and experience needed for the job)

Skills and abilities	
1.	Be a calm, friendly and sociable person.
2.	Be able to talk confidently to lots of different people.
3.	Be organised and want to learn new things.
Knowledge / experience	
1.	Experience of always treating people as individuals.
2.	Experience using social media.
3.	Experience writing and sending emails.
4.	Knowledge of Microsoft Office or similar software.
A great project assistant will	
1.	Believe that people with learning disabilities should have the right to be independent, included and have choices.
2.	Have an interest in promoting projects using social media.
4.	Be able to work well in a team and support their colleagues.
5.	Be caring and a good listener.
6.	Be a confident and positive person - willing to get stuck in and have fun!
Special conditions (extra information)	
1.	You should be able to work flexible hours, including some evenings and weekends.