



Gig Buddies Croydon 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



Gig Buddies Croydon

Gig Buddies Croydon matches adults with learning disabilities to volunteers who have similar interests. They go to events together that they both love.

Gig Buddies was started by a Brighton based charity called Stay Up Late.

In 2017 Club Soda was chosen by Stay Up Late to start a local Gig Buddies project. We are the only Gig Buddies project in London.



Gig Buddies makes sure that people with learning disabilities don't miss out on a social life by helping people to make friends.

It is about **empowering** people, building **friendships** and giving people more **choice** in how they live their lives.

Since Gig Buddies Croydon started in 2019 we have:

- Signed up **62** people
- Matched **19** pairs of buddies
- Put on **100** social events

Gig Buddies: 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 Gig Buddies 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.**](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.**](https://forms.gle/itzyUotNqddJmtYz6)

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

Job Description

Job title: Project Assistant (Gig Buddies)

Supported by: Project Manager (Gig Buddies)

The reason for this role:

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

Responsibilities:

- Supporting people with a learning disability and / or autism who use the Gig Buddies Croydon project.
- To help make sure that Gig Buddies Croydon 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 sorting digital application forms, keeping our digital folders organised and keeping buddies information up to date.
- Posting weekly on social media, scheduling posts and having conversations with our followers online. Be the voice of our social media and promote our message.

- Help the Project Coordinator to organise social events.
- Help run the Gig Buddies volunteer training sessions.
- 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 cherilyn@gigbuddiescroydon.co.uk or by telephone on 07426 805 478.

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.