



Club Soda Gig Buddies Croydon - Project Coordinator

Application Pack

Who is Club Soda?

Club Soda is a disability-led charity in Croydon providing creative, music and media opportunities for people with learning disabilities.

Our advisory board, the AdFizzory Group, is made up of adults with learning disabilities from different areas of our charity who help make creative decisions about how we run.

We are a charity for **Creatives, Campaigners & Gig Goers!**

We run weekly workshops in music making, djing and media. We mentor artists who produce original music, deliver inclusive live events and perform across London.

Our Gig Buddies Croydon project matches adults with learning disabilities to volunteers with similar interests so they can enjoy the things they love together.

Our Leisure Link Project is a group for people with learning disabilities who meet once a month to produce a monthly magazine about inclusive and accessible events in Croydon, review venues & events and produce a popular podcast.

We have a rebellious spirit and want to shake up our local community for the better. ***Everyone has the right to enjoy a social life, be the last on the dance floor or be the DJ!***

Gig Buddies Croydon

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

We fight for the right for adults with learning disabilities to Stay Up Late and access their local nightlife, music scene and other arts opportunities.

Gig Buddies was started by Brighton based charity [Stay Up Late](#).

In 2017 Club Soda was chosen by Stay Up Late to start a local Gig Buddies project. We are one of two Gig Buddies projects 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.



Gig Buddies: Project Coordinator

Below is a **job description and person specification** for the role of Project Coordinator. Please read these carefully before applying.

The Project Coordinator will be employed by Club Soda on an 18 month contract, with the potential to extend.

The job is for **24 hours** a week, the work pattern is negotiable.

The salary is **£16,800 a year (£28,000** pro rata) paid monthly.

You will be entitled to **17** days annual leave per year (includes Bank Holidays). The calculation of your annual leave commences from the first day of your employment. Your leave year will start from the date your employment commences.

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

To apply please **complete the application form** <https://forms.gle/xbnC7H35ax6KQ9jv7> 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 Coordinator (Gig Buddies)

Supported by: Project Manager (Gig Buddies)

The reason for this role:

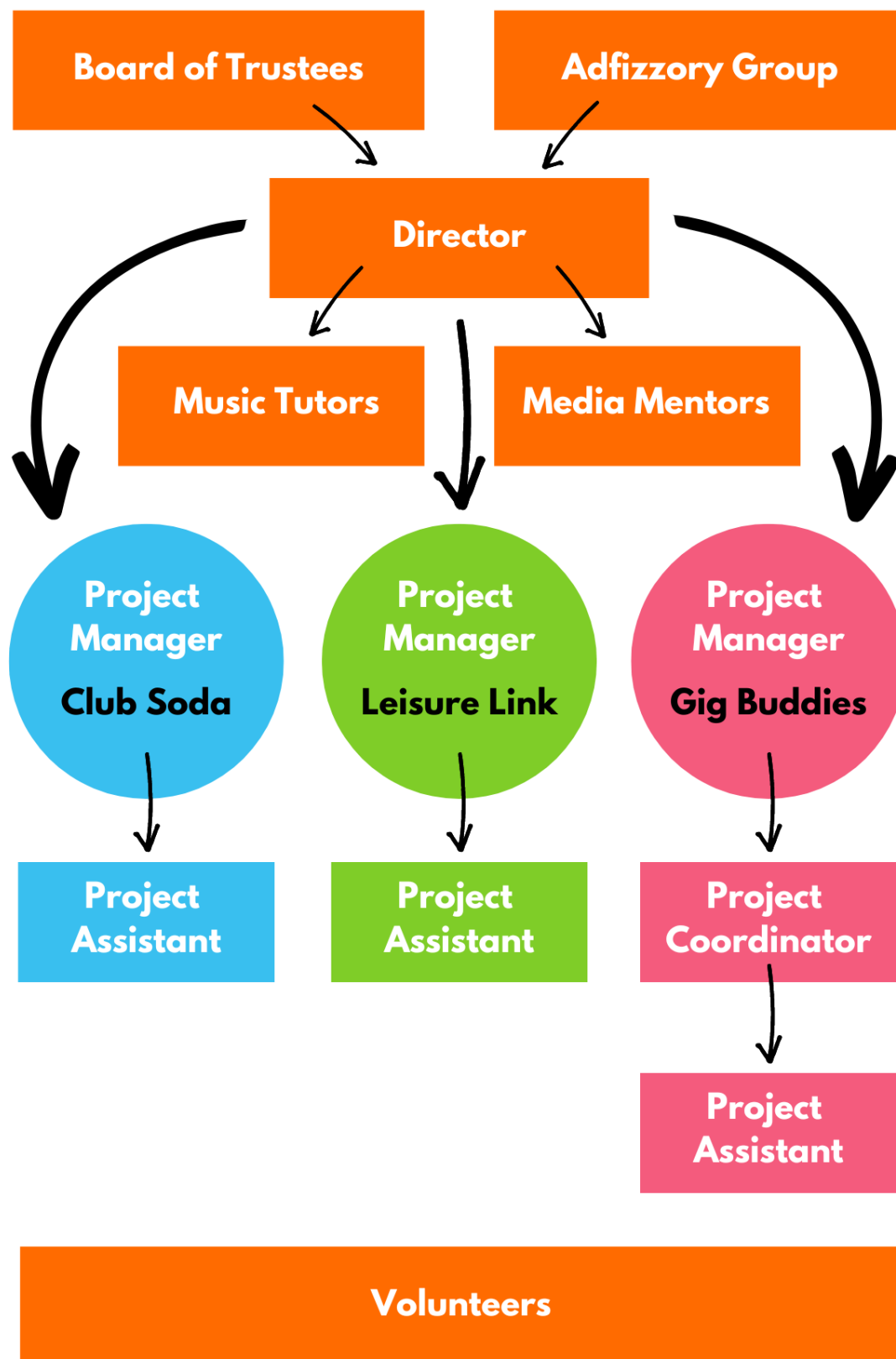
To support the Project Manager in delivering and developing the Gig Buddies project across Croydon. There will also be an element of supporting the wider work of the charity, such as at Club Soda live events.

Responsibilities:

- Supporting people with a learning disability and/or autism who use the Gig Buddies Croydon project.
- Ensuring that Gig Buddies Croydon is as user led as possible.
- Project administration, including accurate record keeping, managing applications, project monitoring, requesting references and keeping our databases organised.
- Coordinating initial support for new volunteers and participants, including sending and managing applications, conducting interviews, managing volunteer references, assisting on training, processing DBS checks and ensuring that volunteers feel valued.

- Organising and facilitating monthly social events. This includes liaising with venues, ensuring accessibility of activities, sending event details to buddies and updating support documents prior to events.
- Managing and developing social media strategy and campaigns. Creating a weekly social media schedule and supporting the Project Assistant to implement this.
- 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.
- Speaking publicly about our work at community events.
- Promoting the project to the community through networking and events, including running charity stalls.
- Supporting our fundraising efforts and the wider activities of the charity.
- Working as a team member, sharing skills, and contributing to the smooth running and good reputation of the charity.
- 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.
- The above list of main tasks in this job description should not be regarded as exclusive or exhaustive, you may be asked to undertake other duties as part of this role.

Club Soda - Staff Structure



Project Coordinator - Person Specification

Skills and abilities	
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, especially with those who are neurodiverse.
3.	Ability to organise workload, be able to work under pressure and to deadlines.
Knowledge / experience	
1.	Experience of working with people with learning disabilities in an empowering, person-centred way, and always treating people as individuals.
2.	Experience in managing and developing social media strategies and experience in documenting social media statistics to inform best practice.
3.	Knowledge of how to implement social media campaigns to increase audience reach and experience of creating successful social media campaigns to promote projects.
4.	Experience in organising small accessible events, activities or leading groups is desirable but <i>not essential</i> .
5.	Experience of administration and knowledge of Microsoft office or similar software.
A great Project Coordinator will	
1.	Believe that people with learning disabilities should have the right to be independent, included and have choices about what they do with their lives.
2.	Have a keen interest, and skills, in promoting projects in line with current social media trends and practices.
3.	Love socialising, music, and events, and be passionate about supporting people with learning disabilities to access mainstream spaces.

4.	Be committed to the values of diversity and equality and be able to recognise and challenge disability discrimination in all its forms.
5.	Be able to work well as a team member, and have the attitude of supporting colleagues to get the work done.
6.	Be caring, personable and a good listener.
7.	Be a confident and positive person - willing to get stuck in and most of all have fun!
Special conditions	
1.	Should be able to work flexible hours, including some evenings and weekends.

Closing date for applications is **Tuesday 24th October 2023, and interviews will be held on **Tuesday 31st October 2023**.**

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

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