



## Gig Buddies Coordinator

£22,911 - £26,317 per annum plus 6% pension contribution

37.5 hours per week

NJC Pay Scale 24-28 (1<sup>st</sup> April 2019 rates shown)

25 days annual leave (plus bank holidays)

Reports to MLMC Charity Coordinator

## Job Description

### Background

The concept of Gig Buddies and the job role is simple; the beneficiary (called "participant") is matched with a volunteer who loves the same kind of 'gigs' (e.g. football matches, the cinema, museum, concerts, music events etc.) so they can go to these 'gigs' together. A further element of the Gig Buddies role is coordinating monthly group social events for the members of My Life My Choice (MLMC) to enjoy. Examples of these social events include pantomimes, walking groups, and visits to the pub!

Loneliness is prevalent throughout society and is known to be more acute in already socially excluded groups such as older people and the disabled; a point powerfully made in Oxfordshire Community Foundation's "Oxfordshire Uncovered" report. Loneliness is often defined in terms of one's connectedness to others, or more specifically as "*the unpleasant experience that occurs when a person's network of social relations is deficient in some important way*". Gig Buddies builds networks and social relationships so beneficiaries experience less of the unpleasant experiences of loneliness.

### Overall Job Purpose

To co-ordinate and manage the provision of the Gig Buddies service in Oxfordshire and within the priorities agreed by the trustees of MLMC, the Gig Buddies manual, and the "Gig Buddies Business Plan".

MLMC has secured a franchise arrangement whereby comprehensive advice and support is given, when needed, by a Brighton based charity called Stay Up Late.

The project is headed by MLMC and involves three other local charities in a Gig Buddies Coalition; Aspire, Restore, and Oxfordshire Age UK. In this way people with learning disabilities, mental health challenges, and older people benefit from the project.

# Gig Buddies Coordinator Job Description

## Main Responsibilities and Tasks

- To coordinate and develop a community based gig buddy service which actively promotes the rights, independence and choices of participants.
- To recruit, train, match, and support volunteers.
- To recruit, brief and match participants.
- Organise regular, monthly social meet ups for MLMC members and Gig Buddies participants and volunteers ensuring compliance with relevant legislation.
- To keep up-to-date, accurate factual records, using appropriate office systems and databases, ensuring confidentiality is maintained at all times.
- To ensure risk assessments, DBS checks, and references for volunteers are completed.
- To promote the service to users, relevant stakeholders and the community at large; this will mainly involve face-to-face contact.
- To report to the Charity Coordinator monthly on progress and projected sustainability of the project.
- 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 within the community and delivering presentations on the project to attract referrals.
- To work as a team member sharing skills, and contributing to the smooth running and good reputation of the Charity. This will include supporting the charity's other events as and when required.
- 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.
- Liaise with the MLMC Communications and Fundraising Coordinator to ensure Gig Buddies is appropriately publicised e.g. through social media.
- To work within and to help the volunteers and participants work within, the Gig Buddies manual guidelines.
- The role will, at times, involve some weekend and evening work.

## **General** (applies to all aspects of the job)

- To undertake any other duties as may from time to time be required.
- Assures the organisation and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders. Representing the Charity with its members at key forums and meetings.
- To observe MLMC's Equal Opportunities Policy.
- To observe strict confidentiality with regard to MLMC's records and information.
- To be responsible for the safe keeping of MLMC's equipment.
- To observe MLMC's Health and Safety Policy.

# Person Specification

## Experience and skills

### Essential

- Excellent administration and coordination skills.
- Self-motivated with a “can-do” attitude.
- Methodical and well organised, with the ability to prioritise.
- Ability to organise own workload, be able to work well under pressure and to work to deadlines.
- Ability to communicate and network with a wide variety of people at all levels using a variety of mediums.
- Ability to organise and promote events.
- Willingness to learn and to be adaptable to change.
- Willingness to follow instruction and to work to objectives.
- Commitment to the practice of empowering people with learning disabilities to have choice and control over their lives.
- Good facilitation, presentational, written, and organisational skills.
- Good IT Skills including PowerPoint, Excel, Word.
- Willingness to travel throughout Oxfordshire.

### Desirable

- Knowledge and understanding of self-advocacy.
- Competent driver and car owner with full UK driving licence.
- Knowledge and understanding of being lonely and isolated.
- Understanding and experience of the voluntary sector.
- Knowledge of how to produce information in Easy Read.
- Knowledge and understanding of learning disabilities.
- Experience of working with volunteers.

## **Key responsibilities applicable to all staff**

### **Training and development**

To undertake training and development activities, for personal development related to the post, as agreed with the Charity Coordinator, if necessary.

### **Health & Safety**

To ensure that all work is undertaken in accordance with safety legislation, rules and regulations. To follow procedures and be aware of matters that relate to the duties of the post.

### **Use of Resources**

To ensure value for money and best use of resources in all activities related to the post.

### **My Life My Choice's values and Equal Opportunity**

To support My Life My Choice core values and carry out all responsibilities with due regard to My Life My Choice Equal Opportunities Policy and procedures.

To observe strict confidentiality with regard to My Life My Choice records and information.

## **This is a summary of the main terms and conditions**

### **Job Title**

**Gig Buddies Coordinator**

### **Location**

This post is based at Suite 3, Watlington House, Watlington Road, Oxford, OX4 6NF

### **Salary**

The full grade for this post is NJC Pay Scale 24-28 (1<sup>st</sup> April 2019 rates shown) and the salary is £22,911 - £26,317 per annum.

### **Hours of Work**

You will normally be expected to work 7.5 hours per day, for 5 days a week but alternative arrangements may be negotiated prior to contract offer.

### **Benefits**

- **Pension**

You will be enrolled in the My Life My Choice's staff pension scheme and My Life My Choice will make a contribution of 6% of your earnings. Additionally, you may choose to contribute up to 15% of your earnings.

- **Holidays**

The holiday year runs from 1 January to 31 December. Holiday entitlement for this post is 25 days per annum (plus bank holidays).

- **Compassionate Leave**

We offer up to 10 days paid compassionate leave at the discretion of the Charity Coordinator.

- **Flexible Working & Time Off In Lieu (TOIL)**

There is an ability to work flexible hours, take TOIL and occasional home working is considered but this will need to be negotiated with the Charity Coordinator.

- **Probationary Period**

All new appointments are subject to a probationary period of 6 months.

# Information for Candidates

## **Interview and Selection**

A panel including members from the MLMC Board of Trustees will carry out interviews.

## **References**

If offered the position, one of the 2 references must be from your current or most recent employer and the referee should be either your line manager or the personnel department.

## **Declaration**

The post involves working with vulnerable people and My Life My Choice will seek clearance from the Disclosure and Barring Service (DBS) prior to your starting.