



JOB DESCRIPTION

- Job Title:** Gig Buddies Project Support Coordinator
- Grade:** LDW Grade C
- Hours:** 17.5 hours per week
- Accountability:** Responsible to Innovation Manager
- Purpose:** To provide administrative, events and communications support for the Gig Buddies Cymru Project.

Responsibilities

1. Administration:

- 1.1 Support the Coordinators with our participants and volunteers:
 - process applications.
 - maintain participant and volunteer details on our systems.
 - process Disclosure and Barring Service Disclosure applications and obtain references for volunteers.
 - organise volunteer training.
 - process expenses and Tempo Time Credits for volunteers.
 - monitor and post in our WhatsApp groups.
- 1.2 Manage our electronic filing and archiving systems.
- 1.3 Use a variety of software to produce creative and easy read documents, data reports and presentations.
- 1.4 Minute or transcribe Gig Buddies team meetings, Advisory Group meetings and other meetings as required.
- 1.5 Source and purchase stationery, equipment and merchandise.

2. Events

- 2.1 Assist the team to organise and promote social events and stalls, including producing easy read information.
- 2.2 Occasionally attend social events and stalls to promote Gig Buddies work.

3. Communications

- 3.1 Help to keep the website up to date.
- 3.2 Produce easy read mailings, including a newsletter.
- 3.3 Support our Social Media Content volunteer, who has a learning disability
- 3.4 Support participants and volunteers to produce video clips.
- 3.5 Source events, venues and organisations to publicise the project and target recruitment of volunteers.
- 3.6 Develop and maintain a bank of photos.
- 3.7 Organise awareness days/weeks for Gig Buddies so we can post content.

4. First point of contact

- 4.1 As the main point of contact for the project, respond to all telephone calls and action requests or queries where appropriate.
- 4.2 Monitor, maintain and respond to all email and social media inbox enquiries or forward them to the appropriate team member.

5. Other

- 5.1 Actively contribute to the organisation's work.
- 5.2 Undertake a range of duties to ensure current and future service provisions are met.

Active from	July 2024
Approved by	Zoe Richards, CEO and Karen Warner, Innovation Manager
Accepted by	