



**STAY UP  
LATE** **GIG  
BUDDIES**

# GIG BUDDIES PROJECT COORDINATOR

**(BRIGHTON & HOVE)**

Stay Up Late is a charity dedicated to promoting full and active social lives for people with learning disabilities and autistic people. We are based primarily in Sussex, where we run our flagship project, Gig Buddies—a befriending initiative that matches volunteers with people with learning disabilities based on shared interests, particularly around music and nightlife.

Gig Buddies has inspired similar projects across the UK, Ireland, Germany, Australia, and New Zealand. Alongside project delivery, we maintain a strong national profile for our campaigning work, which challenges the limitations placed on the social lives of people with learning disabilities.

As a charity, all our income comes from fundraising. We have a well-established network of supporters and community partners that we actively engage to help sustain and grow our impact. We are committed to developing innovative, inclusive projects that empower people with learning disabilities to lead rich social lives. Crucially, we involve them in the design, delivery, and development of everything we do.

# OUR VISION AND VALUES

## OUR VISION

A world where people with learning disabilities and autistic people can live the lives they choose, **stay up late**, and have fun. We believe everyone should be fully included in society and their local communities.

## OUR MISSION

### We fight for the right to party!

We challenge inflexible systems, attitudes, and support structures that prevent people from enjoying full social lives. Our work combines hands-on projects with campaigning to:

- Confront the barriers that stop people from going out at night or choosing their own bedtimes
- Advocate for more inclusive, person-centred support
- Show what's possible through projects like Gig Buddies

## OUR VALUES

### Keeping it punk!

By this we mean the ethos of the punk movement: DIY, grassroots and challenging the status quo.

#### Inclusive

We value the different strengths that people bring. The people we work with are front and centre stage.

#### Fun

We are creative and innovative, using humour as a way of provoking debate and generating change. Our work is serious fun.

#### Disruptive

We are risk-takers, responsive and resourceful. We are outspoken activists and make change happen.

#### Community

We promote collective responsibility and belonging. And we mean it!

#### Integrity

We work in a way that reflects how we want the world to be.

#### Focussed

We pick our fights carefully. We're a small organisation so we need to be agile and won't be everything to everyone.



# WHAT MAKES STAY UP LATE SPECIAL

## IMPACTFUL STORYTELLING

We're changing how society sees people with learning disabilities



## STRONG BRAND AND BOLD ETHOS

A clear purpose and distinctive identity rooted in punk values

## PIONEERS OF INNOVATION

Creators of the Gig Buddies model and its social franchise



## GENUINE INCLUSION

People with learning disabilities are at the heart of everything we do



## A GREAT PLACE TO WORK

Our team is passionate, creative, and driven by a shared cause

# GIG BUDDIES PROJECT COORDINATOR

**PART-TIME | 15 HOURS PER WEEK | BASED IN BRIGHTON & HOVE | HYBRID WORKING**

We are looking for a Project Coordinator to support the delivery of the Brighton & Hove Gig Buddies project. The role involves working across the city to help build and maintain one-to-one matches between

people with learning disabilities and volunteers who share similar interests. You'll be joining a small, passionate, and creative team committed to making social inclusion a reality—and having fun while we do it.

## LOCATION & WORKING ENVIRONMENT

We work from a vibrant co-working space in Hove. While we expect the team to come together at least once a week in person, we offer a hybrid working approach that allows flexibility and autonomy in how you manage your time and responsibilities.

## WORKING HOURS

- 15 hours per week
- Includes 1 paid lunch hour per day (if working full days)
- Working pattern is negotiable
- Some evening and weekend work is required, typically:
  - One evening per month (to run a social)
  - One Saturday every other month (to run volunteer training)

## SALARY & BENEFITS

- **Salary:** £26,166 FTE / **£10,466 pro rata**, paid monthly in arrears (final working day of the month)
- **Annual leave:** 26 days plus bank holidays / **10.5 days pro rata**, plus additional days off over Christmas
- **Pension:** 5% employee contribution, 3% employer contribution (for eligible staff)
- **Workspace perks:** Membership at our co-working space includes access to:
  - Free yoga and Pilates classes
  - Talks, social events, and networking opportunities
  - Free refreshments

## WHY WORK WITH US?

You'll be part of a small, collaborative team where your voice matters. We're supportive, reflective, and committed to the people we work alongside. If you care about inclusion, creativity, and community, this is a brilliant place to make a difference—and enjoy doing it.



**CLOSING DATE FOR APPLICATIONS IS 5PM ON FRIDAY 5TH SEPTEMBER**

**INTERVIEWS WILL BE HELD THE WEEK OF 15TH SEPTEMBER**

## HOW TO APPLY

To apply please complete the application form (link on our website) and submit a 60 second video to tell us why you'd be great at the job and what makes your heart sing!

**(Details of how to send the video to us are in the application form).**

Please note that we cannot accept CVs.

Applications by email to **info@stayuplate.org** with the subject line **'application for Gig Buddies Coordinator role'**

If you would like to have an informal chat about the role before applying, please email **info@stayuplate.org** or call **07783 810036**.

### GREATER DIVERSITY LEADS TO GREATER RESULTS FOR OUR CHARITY.

We are a charity built on the foundations of how we want society to be. We are therefore committed to equality of opportunity for all staff and applications are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race or religion. Ours is a community where diversity is valued and respected and all are loved.



# DESCRIPTION

**Job Title:** Gig Buddies Project Coordinator

*(12 months temporary contract with a view to extend)*

**Job Details:** Part time 2 days a week / 15 hours a week

**Accountable to:** Operations Director

## OVERALL PURPOSE OF THE JOB

To work with the Operations Director and rest of the Gig Buddies team in delivering and developing the Gig Buddies project across Sussex. There will also be an element of supporting the wider work of the charity.

## KEY RESPONSIBILITIES

- Supporting people with a learning disability and/or autistic people who use the Gig Buddies project.
- Ensuring that Gig Buddies is as led by our beneficiaries as possible. This will include facilitating advisory group meetings, co-working with our Gig Buddies Assistants and enabling participants of Gig Buddies to have meaningful roles in helping to run the project.
- Project administration, including accurate record keeping, processing DBS checks for volunteers, project monitoring, taking up references and keeping our databases organised (a knowledge of a system like Salesforce would be particularly helpful).
- Supporting volunteers, including conducting supervisions, helping to mediate relationships between gig buddies when there are issues, interviewing new volunteers and ensuring that volunteers feel valued.
- Organising events such as Gig Buddies socials, and volunteer meet-ups.
- Co-facilitating volunteer training days.
- 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 conferences and networking events, including running recruitment stalls.
- Contributing relevant articles for our websites.
- 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 Sussex for your work. (The charity will make suitable arrangements for your travel and any accommodation).
- Undertaking such other duties and tasks that fit with the wider work of the charity.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<b>SKILLS AND ABILITIES</b>		
Ability to problem solve independently and to remain calm in challenging situations.	✓	
Ability to communicate effectively with a wide range of people at all levels using a variety of methods, including a good telephone manner.	✓	
Ability to organise own workload, be able to work under pressure and to work to deadlines.	✓	
Driver with access to own car		✓
<b>KNOWLEDGE / EXPERIENCE</b>		
Experience of working with people with learning disabilities in an empowering, person-centred way, always treating people as individuals.		✓
Experience of group facilitation, for example training or consultation.		✓
Experience of supporting volunteers.		✓
Experience of organising and promoting events.		✓
Experience of administration and knowledge of Microsoft office or similar software.	✓	
An understanding of the database system Salesforce		✓
A good knowledge of the local cultural scene in Brighton & Hove		✓
<b>QUALITIES</b>		
A positive attitude towards the rights, independence, inclusion and choice for people with learning disabilities.	✓	
Commitment to the values of diversity and equality and able to recognise and challenge disability discrimination in all its forms.	✓	
Someone who is able to work well as a team member, and has the attitude of supporting colleagues to get the work done.	✓	
Someone who can work independently out in the community and use their initiative.	✓	
Sensitive and a good listener.	✓	
A confident and positive person - willing to participate, get stuck in and have fun!	✓	
<b>SPECIAL CONDITIONS</b>		
Flexibility regarding hours, including evenings and weekends	✓	



# KEY DATES

**DEADLINE FOR APPLICATIONS**

**5TH SEPTEMBER 5PM**

**INTERVIEWS**

**WEEK OF THE 15TH SEPTEMBER**

**SUCCESSFUL CANDIDATE OFFERED POST**

**19TH SEPTEMBER**

**DBS FORMS AND REFERENCING**

**LATE SEPTEMBER**

**START DATE (FLEXIBLE)**

**OCTOBER ONWARDS**

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Find out more at  
**STAYUPLATE.ORG**  
**GIGBUDDIES.ORG**

