



Job Description

Job Title:	Gig Buddies Project Support Coordinator North Wales
Grade:	LDW Grade C
Hours:	15 hours per week
Accountability:	Responsible to Innovation Manager
Purpose:	To provide administrative, events and communications support. To provide job role support to the Ambassador.

Responsibilities

1. Administration:

- 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.
- Manage our electronic filing and archiving systems.
- Use a variety of software to produce creative and easy read documents, data reports and presentations.
- Minute or transcribe Gig Buddies team meetings, Advisory Group meetings and other meetings as required.
- Source and purchase stationery, equipment and merchandise.

2. Events

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

3. Communications

- Produce easy read mailings, including a newsletter.
- Support participants and volunteers to produce video clips.
- Source events, venues and organisations to promote the project and target recruitment of volunteers.
- Develop and maintain a bank of photos.

4. Support to the Ambassador

- Support the Ambassador to help them carry out their job role as required.

5. First point of contact

- As the main point of contact for the project, respond to all telephone calls, emails and social media messages. Action where appropriate.

6. Other

- Work closely with the Gig Buddies Cymru team.
- Actively contribute to the organisation's work.
- Undertake a range of duties to ensure current and future service provisions are met.

Active from	August 2025
Approved by	Zoe Richards, CEO and Karen Warner, Innovation Manager
Accepted by	