



Job Description

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| Job Title: | Gig Buddies Senior Coordinator North Wales |
| Grade: | LDW Grade D |
| Hours: | 25 hours per week |
| Accountability: | Responsible to Innovation Manager |
| Purpose: | Lead and develop the project and its team in North Wales so it can contribute to reducing social isolation and loneliness for people with a learning disability and/or autism by creating friendships and opportunities in their communities. |

Responsibilities:

1. Support the North Wales team

- Lead on the work of the project in North Wales.
- Support the staff team consistent with our values and mission.
- Plan and facilitate team meetings to monitor, develop and coordinate the project's work.
- Mentor the two Coordinators.
- Facilitate the project steering group

2. Development and Coordination

- Recruit participants with a learning disability and/or autism through a range of channels.
- Recruit volunteers through a range of channels.
- Coordinate 'matches' between volunteers and participants to become Gig Buddy pairs.
- Support participants, volunteers and matched Gig Buddy pairs once they have joined the project.

- Record project activity on our project software.
- Build effective relationships with stakeholders and participate in relevant networks.
- Report all risks and safeguarding matters to the Innovation Manager (Designated Safeguarding Person).
- Support buddies to organise and host social events in the community.
- Facilitate the project's steering group to develop and shape Gig Buddies Cymru

3. Project Promotion

- Promote the project at events and stalls including delivering presentations.
- Maintain an active presence on social media and other communication channels.

4. Reporting and Other

- Maintain and monitor project activity information for communications and progress reporting.
- Assist with fundraising for North Wales Gig Buddies.
- Undertake a range of duties within the scope of your role to ensure the delivery of the organisation's strategic plan.

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