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**Easy Read**

**About the Gig Buddies Coordinator role**

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|  | **Job title**  Gig Buddies Coordinator |
|  | **Pay**  LDW Grade 4 - £20,272 to £22,803 per year for full time hours. |
|  | **Hours**  30 hours a week split between 2 people. |
|  | **Manager**  Lyndsey Richards, Innovation Manager. |
|  | **Aim of the role**  To support the running of the Gig Buddies project in North Wales. |
|  | **What work you will do** |
|  | **Running the project** |
|  | * Recruit volunteers. |
|  | * Recruit people with a learning disability or autism. |
|  | * Work with the admin team and on the computer to record important information. |
|  | * Work with people from inside and outside of the project. |
|  | * Report all risks and issues to do with **safeguarding** to your manager. **Safeguarding** means keeping people safe from harm. |
|  | * Organise social events for members of the project. |
|  | **Promoting the project** |
|  | Use social media and go to events to:   * tell people about gig buddies * raise money * recruit people * share stories * let people know what is happening and how to join in |
|  | * Help your manager raise awareness about what Gig Buddies does for people * Help people understand the things that can stop disabled people taking part |
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|  | **Other** |
|  | * Take part in **steering group** meetings and networks. The **steering group** is a group of people who meet to plan what the project should do. |
|  | * Keep up to date with what is going on with the project by:   + going to team meetings   + reading project reports and steering group minutes |
|  | * Find and use information to share with people and to write project reports. |
|  | * Tell people about Gig Buddies. |
|  | * Do what you can within your role to help us meet the aims in our **strategic plan**. |