

**Easy Read**

**Skills a Gig Buddies Project Coordinator needs**

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|  | Here are the skills you must have to be a Project Coordinator. We have also written about skills that we would like you to have. |
|  | Please write or talk about these skills in your application form, or video application. Tell us about things you have done that show you have these skills. |
|  | Qualifications |
|  | **You must have:** |
|  | * Good GCSEs or A levels. Or the same sort of experience in a similar role. |
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|  | **Knowledge and experience** |
|  | **You must have:** |
|  | * Promoted and told people about a service before. |
|  | **We would like it if you:** |
|  | * Have organised events before. |
|  | * Know about local music and events. |
|  | * Have worked with people with a learning disability or autism before. |
|  | * Know a bit about safeguarding. |
|  | * Have written information in **plain English** before. |
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|  | **Skills and values** |
|  | **You must be able to:** |
|  | * Write information well and speak to people well. |
|  | * Get on well with all different types of people. |
|  | * Use a computer, and be able to learn new things on the computer. |
|  | * Organise your own work and work to deadlines. |
|  | * Stand up for the rights of disabled people |
|  | * Work well in a team and be able to make presentations to people. |
|  | **We would like it if you:** |
|  | * could use social media to talk about Gig Buddies |
|  | * understood the types of things that stop people with a learning disability taking part. |
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|  | **Other** |
|  | **You must be able to:** |
|  | * Work at different times and on different days when needed. |
|  | * Work without judging others. |
|  | **We would like it if you:** |
|  | * Could speak and write in Welsh. We will still consider your application if you cannot speak or write in welsh. |