



Square Chapel Arts Centre

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January 2019

Dear Applicant

Thank you for your interest in this new position of **Gig Buddies Calderdale Project Assistant** at Square Chapel Arts Centre. Here you will find some background information about Square Chapel and the Gig Buddies project, a Job Description and Person Specification. I would also be grateful if you would complete the enclosed equal opportunities form and return it with your application.

Within this job pack, I trust you will find all the information you need about this role. There is no application form and to apply, we would like you to send us your C.V., along with a letter of application, addressing how you meet the essential and desirable criteria for the role and explaining why you feel you would be able to undertake the key tasks on the Job Description. **Please note, your application will only be considered when your C.V. is accompanied by a letter of application.**

Gig Buddies Calderdale is a volunteer befriending scheme which aims to address social isolation among adults with a learning disability/autism. We do this by matching volunteer 'Gig Buddies' with a person with a learning disability/autism with whom they share interests. These can be anything from music, theatre, cinema, sport or having a cup of tea.

We run monthly social events for our community which are chosen by our members and are based in and around local mainstream venues.

We are looking to expand our project and add to our team in order to increase the number of social events we manage and match more people to help them to make new friends and enjoy a more active social life.

Gig Buddies is part of the 'Stay Up Late' initiative and all interested candidates are strongly advised to visit the [website](#) for a thorough overview.

Should you decide to apply and are successful, you will join a friendly and hardworking team, and be part of an environment which is challenging and highly rewarding.

Please return your application, marked **Private & Confidential** to gemma@squarechapel.co.uk

The closing date for completed applications is: 10am on Friday, 1st February 2019
Interviews will be held within the following 2 weeks at Square Chapel

Although we do try and respond to all applicants, if you do not hear from us within 2 weeks of the closing date, you can assume that you have been unsuccessful on this occasion.

Good luck with your application!

Yours faithfully

Gemma Hailwood-McCallion
Gig Buddies Project Manager

Further Information for Applicants

Square Chapel Arts Centre

Square Chapel is a Grade II* listed building in the centre of Halifax which has been saved and restored by Square Chapel Trust. The Trustees are a group of local people with the vision of developing the building as a Centre for the Arts. During the early part of the 1990's, numerous trusts, foundations and public income sources ensured that Square Chapel, the last Square Church in Britain, was saved and kept open as an Arts Centre for the benefit of the public.

Fast forward to today and Square Chapel Arts Centre is a busy and vibrant arts organisation, offering a diverse range of cultural events and activities, films and an extensive programme of education and outreach work, taking place at both Square Chapel and in the community. Recent years have focused on working to realise a dream to extend on the existing chapel and build a new, completely modern space with first class facilities, with accessibility at its heart.

Alongside Square Chapel's staff team we have around 100 volunteers who assist in the running of the centre by lending their energy and support to make sure that events and activities run smoothly and successfully, and our artists and audiences enjoy their visit.

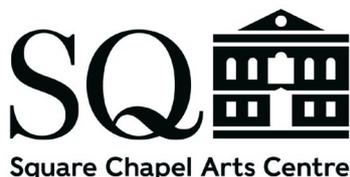
Gig Buddies Calderdale

Gig Buddies is a new initiative within Calderdale which aims to promote social inclusion among people who have a learning disability.

The scheme aims to reduce the barriers faced by people with a learning disability in relation to accessing social activities. These have been identified as attending the theatre, cinema, live music and anything else that a person may wish to engage with in their leisure time.

Our scheme aims to match volunteers who will be referred to as 'Gig Buddies' with people who have a learning disability; our 'Gig Goers' based upon shared interests. Our aim is to create opportunities for people to meet and forge friendships based upon shared interests. Our idea is that we will match buddies with people and arrange introductions before supporting you to your first gig; whatever this may be. We would then leave you to meet once per month to meet up independently and decide to attend other events.

The initiative is being funded by The Henry Smith Trust, Adult Social Care and is being delivered in partnership with Square Chapel Arts Centre and the Brighton based charity Stay Up Late.



Job description: Gig Buddies Calderdale Project Assistant

Working Hours: Day, evening and some weekend work. 18.5 hours per week

Duration of Post: Fixed term – 2 years from start date, subject to the successful completion of a 6-month probationary period and review, 2 satisfactory references and a successful DBS check

Salary: £18,560 per annum, pro rata. £8,816 p.a. actual, paid monthly on the 15th of the month

Main Purpose and Scope of the Role:

To Support the Project Manager to deliver and develop the Gig Buddies project throughout Calderdale

Position in the Organisation:

Reports To: Project Manager

Responsible For: Participants during social events

Budget Responsibilities: No

Duties and Key Responsibilities

Supporting the aims of the project

- To provide support to the project manager to recruit, manage and support volunteers.
- To provide support to the peer quality checker ensuring that they are clear about their role and how they need to carry this out. This support will be split with the project manager.
- To carry out interviews with volunteers and participants to assess needs, interests and discuss risk.
- Assist the project manager in matching volunteers with participants and make contact when this has happened.

- Take overall responsibility for arranging social events twice per month.
- Assist the project manager in contacting venues to discuss the project and create partnerships to assist in access.
- Carry out risk assessments to ascertain level of support required to reduce any risks; must have ability to dynamically risk assess situations within the community.
- Assist the project manager with the training of volunteers.
- Assist the project manager in publicising and raising awareness of planned sessions.
- Attending social events and other gigs as required by buddies and the general community.

General Responsibilities

- Work with and support Volunteers who assist across the organisation, as required
- Work with other organisations and agencies to help demonstrate the importance of a person-centred approach to services for people with learning disabilities
- Work with other agencies to help promote the arts in Halifax and Calderdale
- Participate in training as required; be flexible, constructive and respectful to all colleagues, volunteers and freelance/casual staff. Manage your own admin (monitoring and responding to emails, answering phones, recording keeping, dealing with post etc.)
- At Square Chapel everyone works as part of a team and where necessary we share tasks not covered in our Job Descriptions, usually connected with the building's fitness for public use and the safety of volunteers, staff and audience. It will be expected that the post holder will join in with such tasks as requested

Terms and Conditions of Employment

Hours of Work are 18.5 hours per week, with a requirement to work flexible hours (days, evenings and/or weekends).

There will be a 6 month' probationary period with an assessment conducted by the Project Manager and a member of the Senior Management Team.

Subject to the satisfactory completion of the probationary period and review the post will be confirmed.

Holiday entitlement is 25 working days per annum + Public Holidays, pro rata (an extra 5 days is awarded after 5 years' service where applicable).

Square Chapel does not pay overtime, however any Time Off in Lieu that is accrued can be taken at a time in agreement with your line manager.

Sick pay is paid up to a maximum of 30 working days per year (1 April – 31 March) at full pay, on satisfactory completion of the probationary period, followed by 30 working days a year at half pay. This is followed by statutory sick pay.

Salary will be paid directly into your bank on 15th of the month at the latest.

You are entitled to four weeks' notice of termination of employment, for any reason other than gross misconduct, after one month of employment and up to and including four years.

Thereafter this increases by one week for each additional complete year of service up to a maximum of 12 weeks. You are required to give two months' notice of your intention to leave.

Square Chapel runs a contributory pension scheme with NOW Pensions, whereby the employee (at August 2018) pays 3% of their salary and the employer pays 2% into employee pension funds. This increases to 5% (employee) and 3% (employer) in April 2019. The scheme is entirely optional.

Person Specification: Gig Buddies Calderdale Project Assistant

<p><u>SKILLS AND ABILITIES</u> Communication skills: Listening Computer literate Face to face meetings Presentation skills</p>	<p>For example: Excellent ability to communicate with a range people at all levels Accurate English spelling and grammar Computer literate with a sound knowledge of Word, Excel, email and internet Ability to be adaptable and responsive to changing situations and behaviours in a group setting</p>
<p><u>EXPERIENCE</u> Working with people in support roles or in roles that have provided face to face customer service</p>	<p>For example: Experience of working with people with a learning disability Experience of working with people who can display challenging behaviour and the ability to provide examples of how they managed this Experience of producing information in plain English and easier to read formats Experience in access needs assessments</p>
<p><u>KNOWLEDGE</u> Educated to A Level Standard or equivalent</p>	<p>For example: Knowledge of legislation relating to safeguarding children and vulnerable people Initiative to remain up to date with policy and sector developments Undertaken training in disability awareness or preparedness or willingness to undertake this and any other relevant training Current driving license and use of a car for the purposes of work (desirable but not essential)</p>
<p><u>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</u> Patience Warm Compassionate Dedication to social justice and the desire to reduce social isolation among YPWLD</p>	<p>For example: Willing to travel and occasionally work unsocial hours Be a good team worker demonstrating loyalty and commitment to the organisation and team members Excellent people skills and ability to form new relationships quickly Passionate about the rights, independence, inclusion and choice for people with a learning disability Dedication to developing new entry routes into attendance at arts and entertainment venues Commitment to Equal Opportunities A familiarity with the local entertainment offer Ability to work flexible hours</p>

Equal Opportunities Monitoring Form

Square Chapel Centre for the Arts is committed to promoting equality of opportunity in its employment practices. Square Chapel aims to ensure that no potential or actual employee receives favourable treatment on the grounds of race, colour, ethnic or national origins, marital status, sex, sexual orientation, age, disability or religious beliefs.

In order to monitor our policy and to assist its development, we would be grateful if you would complete this form and return it with your application. Completion of the form is voluntary. Returned forms will be separated from job applications and used solely for monitoring purposes. The information collected will be treated in the strictest confidence and will be used only for the purpose of furthering and improving Square Chapel's Equality and Diversity policy.

Gender:

- Male
- Female

Age:

- 18-25
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

Ethnic origin:

- White British
- English
- Irish
- Welsh
- Scottish
- Any other white background. Please state.

Asian or Asian British

- Asian Bangladeshi
- Asian Indian
- Asian Pakistani
- Any other Asian background. Please state.

Black or Black British

- Black African
- Black Caribbean
- Any other Black background. Please state.

Chinese or other ethnic group

- Chinese
- Any other. Please state.

Dual heritage

- Dual Asian and White
- Dual Black African and White
- Dual Black Caribbean and White
- Dual Chinese and White
- Any other dual heritage background. Please state.
- Any other background. Please state.

Disability:

The Disability Discrimination Act 1995 defines disability as a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to have a disability?

- YES
- NO

If yes please state the nature of the disability.

Do you consider yourself to have a hidden disability?

- YES
- NO

If yes please state the nature of the disability.

Please tell us where you saw this post advertised:

THANK YOU FOR COMPLETING THIS FORM