



# **Club Soda Access Assistant**

## **Application Pack**

## Who is Club Soda?

**Club Soda** is a disability-led charity in Croydon providing creative, music and media opportunities for people with learning disabilities.

**Our advisory board, the AdFizzory Group**, is made up of adults with learning disabilities from different areas of our charity who help make creative decisions about how we run.

We are a charity for **Creatives, Campaigners & Gig Goers!**

**We run weekly workshops** in music making, djing and media. We mentor artists who produce original music, deliver inclusive live events and perform across London.

**Our Gig Buddies Croydon** project matches adults with learning disabilities to volunteers with similar interests so they can enjoy the things they love, together.

**Our Leisure Link Project** is a group for people with learning disabilities who meet once a month to produce a monthly magazine about inclusive and accessible events in Croydon, review venues & events and produce a popular podcast.

We have a rebellious spirit and want to shake up our local community for the better. ***Everyone has the right to enjoy a social life, be the last on the dance floor or be the DJ!***

## Club Soda Access Assistant

This role is funded by Access to Work to provide one to one support to the Gig Buddies Project Assistant and the Leisure Link Project Assistant who have learning disabilities and autism.

Below is a **job description and person specification** for the role of Access Assistant. Please read these carefully before applying.

The Access Assistant will be employed by Club Soda on a fixed contract until March 2025 with the potential to extend.

The job is for **52 hours a month**. *Likely working weekly on a Tuesday or/and Thursday in our office in Croydon, with occasional evening work at events.*

The salary is **£13.26** per hour, invoiced monthly.

The successful candidate will be subject to an Enhanced DBS check.

To apply please **[complete the application form](#)** and **submit your 60 second video** to tell us why you'd be great at the job.

**The videos will be reviewed with the Project Assistants so they can get a sense of who you are and help us with the selection process.**

**Details of how to send the video to us are in the application form.**

## Job Description

Job title: Access Assistant

Supported by: Project Manager & Project Coordinator (Gig Buddies & Leisure Link)

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### The reason for this role:

To work on a one to one basis with the Gig Buddies Project Assistant and Leisure Link Project Assistant, who have learning disabilities and autism.

This role is funded by Access to Work to provide support to enable the Project Assistants to complete their daily tasks confidently and efficiently, and to help them develop within the charity.

There will also be an element of supporting them with the wider work of the charity, such as at Club Soda live events.

### Responsibilities:

You will be **supporting the Project Assistants with;**

- Project admin, including sorting digital application forms, keeping our digital folders organised and keeping information up to date.
- Posting weekly on social media, scheduling posts and having conversations with our followers online.

- Time management and keeping on top of weekly/daily tasks such as; managing and checking their email inbox, replying to emails, collecting and storing new member data, updating volunteer references, researching relevant events and opportunities for members.
- Drafting and sending emails/WhatsApp messages to members and partners.
- Creating a system to manage workload and efficiency that works for them.
- Working as part of a team, sharing skills, and helping the charity to achieve our goals.

## Access Assistant - Person Specification

| <b>Skills and abilities</b>          |  |
|--------------------------------------|--|
| 1.                                   | Ability to problem solve and to remain calm in challenging situations.   |
| 2.                                   | Ability to communicate effectively with a wide range of people at all levels using a variety of methods, especially with those who are neurodiverse.             |
| 3.                                   | Ability to organise workload, and work to deadlines.   |
| <b>Knowledge / experience</b>        |  |
| 1.                                   | Experience of working with people with learning disabilities in an empowering, person-centred way, and always treating people as individuals.                    |
| 2.                                   | Experience and confidence in using different social media platforms. <i>Experience using ALT text is desirable but not essential.</i>                            |
| 3.                                   | Experience writing and sending professional emails.  |
| 4.                                   | Experience of administration and knowledge of Microsoft office, including experience of using Excel to collect data.   |
| 5.                                   | Experience supporting someone in the workplace, this could be through a support work role, a management role, supervisor, an assistant or equivalent experience. |
| <b>A great Access Assistant will</b> |  |
| 1.                                   | Believe that people with learning disabilities should have the right to be independent, included and have choices about what they do with their lives.           |
| 2.                                   | Have a keen interest in supporting someone with a learning disability to achieve in the workplace.   |
| 3.                                   | Love socialising, music, and events, and be passionate about supporting people with learning disabilities to access mainstream spaces.                           |

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|---------------------------|---|
| 4.                        | Be committed to the values of diversity and equality and be able to recognise and challenge disability discrimination in all its forms. |
| 5.                        | Be able to work well as a team member, and have the attitude of supporting colleagues to get the work done.                             |
| 6.                        | Be caring, personable, patient and a good listener.   |
| 7.                        | Be a confident and positive person - willing to get stuck in and most of all have fun!  |
| <b>Special conditions</b> |   |
| 1.                        | Should be able to work flexible hours, including some evenings and weekends.  |

**Closing date for applications is **Tuesday 17th September 2024 at midnight**, and interviews will be held on **Tuesday 24th September 2024** with a view to start in **October** depending on the successful applicant.**

If you have any questions about the role, please get in touch either via email at [cherilyn@gigbuddiescroydon.co.uk](mailto:cherilyn@gigbuddiescroydon.co.uk) / [rebecca@clubsoda.org.uk](mailto:rebecca@clubsoda.org.uk)

**To apply please [click here to complete the application form](#) and **submit your 60 second video** to tell us why you'd be great at the job.**

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