



JOB DESCRIPTION

JOB DETAILS

Job Title: Edinburgh Events co-ordinator (20 hours per week)

Salary: £22,000 p.a., 20 hours per week pro-rata (contract until 31st March 2019 initially but possibility of continuation dependent on funding)

Location: get2gether office at Thistle Foundation, EH16 4EA

JOB PURPOSE:

get2gether is an organisation which is based on the fundamental principle that:

‘Love and friendship are basic human rights which should be available to all.’

Research has shown that loneliness and isolation have a direct impact on health and wellbeing and that adults with disabilities are disproportionately more likely to suffer from loneliness than any other sector of society.

get2gether seeks to address this issue through a series of social and cultural events in ordinary places.

JOB DESCRIPTION:

Develop a programme for our members based on their stated interests and aspirations and to support members to develop friendships, relationships and self-determination.

Line management:

The post holder will be line managed by the Project Manager to whom s/he will be directly accountable.

get2gether
c/o Thistle Foundation, 13 Queen’s Walk,
EDINBURGH, EH16 4EA
admin@get2gether.org.uk – 07867 179023
A Scottish Charitable Incorporated Organisation
(SCIO) SC043027





SUPERVISION

The post holder will be supervised by the Manager, to whom s/he will be directly accountable.

KEY TASKS

To assist the Project Manager by organising events

To develop a range of events which reflect the aims of get2gether and its membership.

This will include, but may not be limited to:

- To work with the Project Manager to identify opportunities for events based on members' feedback.
- To identify and meet with service providers in Edinburgh
- To implement and attend events where needed (including evenings and weekends)
- To attend the members Steering group meetings
- To organise and arrange events
- To support members to develop friendships, relationships and self-determination
- To work with members in a way that models best practice for volunteers and is in line with the values of get2gether
- To update event attendance
- To handle money for event tickets
- To publish monthly events programme
- To work with Ambassadors on their events

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ADDITIONAL INFORMATION ABOUT THE POSITION

get2gether is committed to safer recruitment practices. Before formal offer of a post the successful candidate will be required to demonstrate registration under the PVG scheme in accordance with Disclosure Scotland procedures. This is to minimise the risk of harm to members of get2gether. We are committed to the code of practice overseen by Disclosure Scotland and will provide a copy of the code to any applicant who requests one.

Person Specification

The successful candidate will evidence:

Skills

- Direct experience of working with adults with disabilities based on person centred approaches (E)
- ability to maintain confidentiality (E)
- solid communication skills, ability to multi task and to complete tasks accurately and efficiently (E)
- commitment to being part of a team and to promoting the aims of get2gether in all activities (E)
- willingness to review performance and to undertake continuous learning (E)
- commitment to promoting inclusion of people with learning and other disabilities (E)
- computer literate, including Publisher (E)

Education

- Educated to degree level or equivalent (D)

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- Knowledge of get2gether or issues facing adults with disabilities (E)

Previous experience:

- Experience of working with adults with disabilities (E)
- Events management (D)

Attitude and personality:

- Commitment to person-centred and anti-discriminatory practice and individual rights (E)
- Efficiency in meeting deadlines (E)

Other:

- Willingness to work flexible hours including weekends and evenings (E)
- Willingness to contribute towards sourcing income to sustain the project (D)
- Access to own transport (D)

(E) denotes Essential

(D) denotes Desirable

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Terms and Conditions

Post: Edinburgh Events Co-Ordinator (part time)

Hours: 20 hours per week (pro rata to 40 hours)

The core working days are Tuesday, Wednesday and Thursday. Hours of work will be flexible to fit with the needs of the charity but will also aim to be responsive to the post holder's circumstances. Some evening and weekend work will be required.

Holidays: 30 days (pro rata to 40 hours per week) inclusive of public holidays to be planned in negotiation with the Manager to ensure adequate cover is maintained.

Sick pay: Statutory sick pay (SSP) entitlement applies

Notice: 4 week notice applies after confirmation in post by employee and employer

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