



Events & Engagement Officer

£26,421 - £28,770 (NJC Pay Scale 12 – 17) per annum plus 8% pension contribution

37.5 hours per week

27 days annual leave (plus bank holidays)

Reports to the Gig Buddy Coordinator

Overall Job Purpose

Whilst functioning within the priorities agreed by the trustees of My Life My Choice (MLMC), the Gig Buddy manual, as per funders requirements, and the MLMC Strategic Plan:

1. To assist with the co-ordination of the Gig Buddy service in Oxfordshire (60% of role)
2. To deliver and facilitate self-advocacy group meetings for young people (aged 16-25) with a learning disability. Groups currently operate, during term time in Oxford, Abingdon, Banbury, and Witney Colleges (40% of role).

Working under the supervision and with the support of the Gig Buddy Coordinator to ensure the delivery and growth of a high-quality programme of activities for our people. Increasing numbers of people engaged and enjoying both Gig Buddy and overall MLMC activities is a crucial element of this role.

In line with the values and mission of MLMC the role will involve cooperating with people with a learning disability to deliver a varied and exciting service.

MLMC's main projects are...

- **Travel buddy** – a project whereby adults with a learning disability are paid to support their peers to travel independently using public transport, bicycle, or on foot
- **Professional Services** – a team of paid people with a learning disability are supported to conduct research, deliver projects, campaigns, inspections, consultancy and training for peers and professionals
- **Gig buddy** - volunteers support people to get out & take part in activities they enjoy. A user-led nightclub, games club, and walking club form part of this work
- **16 monthly self-advocacy groups** where members meet their friends, discuss their lives, speak up, and gain new knowledge/skills
- **Champions** who lobby, campaign and act as consultants on local and national committees/forums in order to impact on policy and good practice



Job Description

Main Responsibilities and tasks

Events & Engagement Officer

- To work with the Gig Buddy Coordinator and MLMC members steering group to plan and publicise events, and produce monthly events lists
- To coordinate and lead at social events e.g. the Stingray nightclub, walking club, and games clubs
- To process initial Gig Buddy applications from volunteers and beneficiaries
- To coordinate, produce resources, deliver and facilitate self-advocacy groups for young people with a learning disability
- To communicate effectively with beneficiaries and volunteers to confirm attendance for events, groups and meetings.
- To ensure risk assessments are up to date and reasonable adjustments put in place
- To assist in preparing, organising and delivering training sessions, focus groups and workshops
- To keep up-to-date, accurate factual records, using appropriate office systems and databases, ensuring confidentiality is maintained at all times
- To liaise with the MLMC Communications Coordinator to ensure the Gig Buddy project
- is appropriately publicised e.g. through social media and monthly newsletter
- To work within, and to help the volunteers and participants work within, the Gig Buddy manual and guidelines
- To deputise for the Gig Buddy Coordinator in their absence
- The role will regularly involve working one weekend/month and one evening/week.

- Undertake such other duties and tasks commensurate to the character of work. Therefore, the above list of main tasks in this job description should not be regarded as exclusive or exhaustive

Generic

- To undertake any other duties as may from time to time be required.
- Assure the organisation and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders. Representing the charity with its members at key forums and meetings
- Other admin and assistance for the organisation – dealing with queries, answering phone, taking messages etc.
- To observe MLMC's Equal Opportunities Policy
- To observe strict confidentiality with regard to MLMC's records and information
- To be responsible for the safe keeping of MLMC's equipment
- To observe MLMC's Health and Safety Policy



Person Specification

Experience and skills

Essential

- Commitment to the practice of empowering people with learning disabilities to have choice and control over their lives
- Resilient individual who thrives on regular face-to-face interaction with beneficiaries
- Excellent facilitation and people skills
- Excellent administration skills
- Self-motivated with a “can-do” attitude
- Methodical and well organised, with the ability to prioritise
- Ability to organise own workload and to work to deadlines
- Ability to communicate and network with a wide variety of people at all levels using a variety of mediums
- Ability/potential to organise and promote events
- Willingness to learn, follow instruction, work to objectives, and is adaptable to change
- Good written and organisational skills
- Good IT Skills including experience of MS Office
- Willingness to travel throughout Oxfordshire

Desirable

- Knowledge and understanding of learning disabilities
- Competent driver and car owner with full UK driving licence
- Experience of working with young people.

Key responsibilities applicable to all staff

Training and development

To undertake training and development activities as agreed with the Charity Coordinator for personal development related to the post, if necessary.

Health & Safety

Ensure that all work is undertaken in accordance with safety legislation rules and regulations. To follow procedures and be aware of matters that relate to the duties of the post.

Use of Resources

Ensure value for money and best use of resources in all activities related to the post.

Comply with My Life My Choice's values:

- All projects are led by people with learning disabilities
- We value and use people's skills and then achieve great things with exciting projects
- We encourage and empower people with learning disabilities to achieve the best they can
- We work with communities in Oxfordshire to get real change for people with learning disabilities
- People with learning disabilities make decisions in the group or community
- We campaign for positive change
- We involve people in activities and roles, so they can further develop their skills and confidence
- We involve people in seeing the way forward and the changes needed to get there
- Our staff are expected to be passionate about, and proud of their role. Team working is fundamental to our standards, by assisting others and taking on additional responsibilities / tasks if necessary. We are also results driven, pro-active, committed and self-motivated to achieving targets, embracing accountability for our own actions.

This is a summary of the main terms and conditions

Job Title **Events & Engagement Officer**

Location

This post is based at Watlington House, Watlington Road, Cowley, Oxford, OX4 6NF.

Salary

The full grade for this post is NJC Scale 12-17 and the salary is £26,241 - £28,770 per annum. Salaries are reviewed annually as at 1st April. **2024/25 pay rise pending.**

Hours of work

You will normally be expected to work 7.5 hours per day, for 5 days a week but alternative arrangements may be negotiated prior to contract offer.

Benefits

- **Pension** - You will be enrolled in the MLMC's staff pension scheme and MLMC will contribute equivalent to 6% of your earnings
- **Holidays** - Holiday entitlement for this post is 25 days per annum (plus bank holidays) pro rata; additional leave entitlement after 2, 5 and 10 years' service. Dependent upon performance, staff may receive 2 days special leave over the Christmas period
- **Flexible working, working from home & Time off in Lieu (TOIL)** - There is an ability to work flexible hours, take TOIL and home working is considered
- **Employee Assistance Scheme** – Counselling, information and advice service for employees. Including face-to-face as well as telephone service
- **Life Assurance** – Up to four times annual salary paid to dependents upon employee death in service
- **Additional** – Weekly office fruit basket, £100 pa towards a health and wellbeing activity, and cycle to work scheme (save up to 40% on cost of new bike)
- **Staff parking** – Free of charge, dedicated parking spaces available although we encourage staff to walk, cycle, and/or use public transport
- **Business mileage** paid to private car users at official HMRC rate of 45p per mile.

Information for Candidates

Interview and Selection

A panel including members from the MLMC board of trustees will carry out interviews.

References

If offered the position, one of the 2 references must be from your current or most recent employer and the referee should be either your line manager or the personnel department.

Disclosure and Barring Service (DBS)

The post involves working with vulnerable people and My Life My Choice will seek clearance from the Disclosure and Barring Service (DBS) prior to your starting.

Probationary Period

All new appointments are subject to a probationary period of 6 months.

Right to work in the UK

It is offence to knowingly employ anyone who does not have the right to work in the UK. If, after interview, you are offered this job you will need to prove your right to work in the UK.