



Summary

Job Title: Admin and Project Support Worker.

Salary: £27000 FTE Pro-rata'd.

Hours: 21 hours - 3 days a week. We require the applicant to be available to work on Wednesdays and Thursdays. There are evening and occasional (with notice) weekend hours involved in this role.

Location: Gorbals Parish Church Glasgow with some home working, and supporting community events in the Gorbals and Glasgow.

Accessibility: Givin' it Laldie is committed to meeting any access needs applicants might have. If you have any access questions or requests please get in touch via email at laldiecommunity@gmail.com. We have large text and plain text versions of the job description and application forms available.

Gorbals Parish church is step free, with an accessible bathroom. We have full information on the accessibility of our building and transport options on our website here: <https://www.givinitlaldie.org.uk/accessibility>.

Application Process: To apply please complete our Application Form and Equalities and Diversity form send it via email to laldierecruitment@gmail.com with 'Your name Application to Admin & Project Support Worker' in the subject line.

Please note, the Equalities and Diversity Form will not be used to access your application and all your information will be kept separately and confidentially.

We will accept applications in the following formats:

- Written application forms
- Voice recordings
- Video recording

If you are submitting a voice recording or video, please ensure you answer all the questions laid out in our application form and adhere to the maximum minutes assigned to each question. Please submit your audio or video recording as one MP3 or MP4 file.

We will assess all the applications against the Essential and Desirable Criteria laid out in this job description and ask that you address each of these criteria directly in your application.

Timeline:

Application deadline - 25th September 2026

Deadline to inform candidates: - 19th October 2026

Interview dates: Week beginning - 2nd November 2026

1) Introduction to Givin It Laldie: See our video [about Givin' it Laldie](#) here.

Givin' it Laldie is a grassroots community music organisation based in the Gorbals, Glasgow. It was created in 2010 by Gorbals Parish Church in response to a local resident identifying the need to bring people together through music to nurture connections and improve health and wellbeing. We became an independent charity with no religious affiliation in 2012.

Over the past 14 years we have used group music as a vehicle to bring people together from diverse backgrounds to foster improved health, social connections and a sense of belonging.

We have grown from one part time staff member to four part time staff members and a pool of freelance musicians and volunteers, who collaborate to deliver weekly group music sessions for the people of the Gorbals.

We are now in a position to appoint an Admin and Project Support Worker to support us to achieve our vision of:

'A resilient, healthy and vibrant Gorbals connecting people through music'

We bring people in the Gorbals from diverse backgrounds together through group music making with a focus on:

- Building sustainable community and connections.
- Supporting improved health and wellbeing.
- Using creative participation to enhance the cultural life of the Gorbals.

Our Values are:

- Joy and Connection: A warm welcome and safe space for everyone to have fun, connect to their creative selves and build relationships with others.
- Consistent and Responsive: Long-term, sustainable, Gorbals-focused music activities to build trusting, reciprocal, creative relationships between practitioners and participants.
- Innovative and Flourishing: High- quality, creative experiences for everyone to learn new things, gain new experiences and grow with each other.
- Accessible and Inclusive: Activity that is physically, economically and intellectually accessible, underpinned by a commitment to anti-oppressive practice.

2) Role:

We are looking for a versatile, enthusiastic individual to join our small team. Around 50% of their time will be spent supporting the facilitation of music sessions and events with children and adults. The other 50% will be spent supporting the operational side of the organisation, with a particular focus on admin and social media tasks. Whether they're carrying a keyboard into a room or setting up refreshments, engaging with a quiet participant, keeping track of participant numbers, or crafting the perfect Instagram reel to showcase our impact, the successful candidate will be an important part of the organisation's overall impact and sustainability, and they will be the first point of contact for the organisation for many of our participants and partners.

A representative sample of tasks is below.

- Setting up spaces for sessions (moving chairs & tables, preparing refreshments.)
- Welcoming participants into the space.
- Contacting adult participants with information and updates.
- Supporting sessions (checking in with participants, helping to supervise rooms, gathering / distributing equipment or materials when requested by session leader).
- Maintaining group registers and ensuring participant contact details are up to date.
- Recording feedback and supporting evaluation and reporting activity.
- Capturing and storing images and videos.
- Creating social media content and managing accounts.
- Supporting the Directors with other administrative tasks e.g. maintaining our instrument inventory.
- Answering queries via phone, email and the website.
- Ensuring the office is well organised and has all required resources.
- Ensuring sessions adhere to Givin' it Laldie's Safe Spaces, Health and Safety and Safeguarding policies and procedures.

When completing the application form, please look at each of the criteria below and consider the knowledge, skills and experience you would bring to this part of the role.

Skills, qualities and experience.

Essential:

E1: Good communication and interpersonal skills - both written and in person - to support clear communication and build positive relationships.

E2: Experience of or ability to manage petty cash and donations collections.

E3: The ability to be self directed, show initiative and manage an agreed workload within a busy team.

E4: Ability to adapt and problem solve when required.

E5: IT skills including creating spreadsheets, generating and editing text documents and posting on social media.

E6: Awareness of appropriate professional boundaries when working in communities.

E7: Awareness of the challenges faced by individuals and families living in relative poverty.

E8: An understanding of the impact that creative participation has on individuals and communities.

E9: Experience of supporting groups of people in formal or informal settings.

Desirable (Either formal or informal experience or ability to learn):

D1: Experience working with / supporting children and / or young people.

D2: Understanding of responsibilities regarding child protection and safeguarding of vulnerable adults.

D3: Skills in design and editing of content for Social Media.

D4: Experience of use of platforms like Eventbrite and Mailchimp.

D5: Experience collecting and managing data using forms and spreadsheets.

D6: Experience of working in Community arts / music settings.

D7: Experience of using Customer Relationship Management software.

Regardless of their former educational or professional experiences and outcomes, we are looking for someone who can learn with direction and guidance, isn't afraid to ask questions when they are uncertain, and can progress to taking ownership over their schedule and workload over their time with the organisation.

We recognise that the charity and third sector do not always reflect the communities they support. We are committed to creating an inclusive workforce that reflects our local community. Applications from candidates from lower socio-economic backgrounds, those with lived experience of the care system, and Black and racially minoritised individuals are especially welcomed.

Why Work for Us?

Working with Givin' it Laldie is an opportunity to join a hardworking, creative team to create positive musical experiences and memories. We are a small organisation which means we are nimble and everyone supports each other in their roles so there is lots of opportunities to develop skills and experience across many different aspects of community music, organisational development and much more

As this is a brand new role for the organisation, it is a great opportunity for someone to build on what we have already established while creating new systems and processes to support the organisation vision and aims. We anticipate the full remit of the role will be developed collaboratively with the Co-Directors.

Annual Leave: 25 days pro rata'd plus 10 days public holiday pro rata'd. Staff are entitled to an extra full day's annual leave per year of service up to a maximum of 5 years.

Pension: Employer Contribution is 8% of salary.

Bike to Work Scheme available to all staff.

All applicants must have the right to work in the UK. Proof of eligibility will be required prior to an offer of employment being confirmed.

Disclosure checks are required of all successful applicants.

Givin' it Laldie is registered with and regulated by the Office of the Scottish Charity Regulator No:SC043406.