**What to expect**

Being part of the committee isn't just about planning and putting on pride, it's also about engaging with the community, organising and attending monthly fundraisers, attending events to promote Swindon & Wiltshire Pride as well as lots of other little bits to make Pride a success.

We are looking for people who:

* Can work as part of a team and on their own, completing any tasks that are delegated to you thoroughly and efficiently
* Will use their initiative and come up with exciting new ideas
* Have a passion for LGBTQ+ community
* Able to attend bi weekly meetings in Swindon (Weekly on the run-up to Pride)
* Are committed to play an active role over the Pride weekend and put in the hours required for your role to help deliver a successful event. (Friday, Saturday and Sunday)
* If successful we will require and fund an enhanced DBS check.

**Role Descriptions**

The descriptions below are not definitive and will require the committee member to be flexible where required to ensure the job gets done.

**Chairperson**

1. Chair the committee meetings;
2. Ensure that the Pride event is run within Health & Safety Constraints and the identified financial budget;
3. Develop and manage the budget with the Vice-chair;
4. Attend stakeholder meetings as necessary;
5. Develop the Sponsorship Pack with the Vice-Chair and seek/develop sponsorship opportunities;
6. Ensure the necessary legal documentation is prepared and submitted for Pride;
7. Attend external meetings with other committee members as required;
8. Support other roles when necessary – And to make sure you all behave;
9. Be a cheque signature on the account.

This role always requires an impartial and objective view. Be approachable and sensitive to people feelings. Can delegate and take a high-level view, be diplomatic and tactful to ensure that you and the committee represented Pride appropriately. Exceptional planning, organisational & communication skills required

**Vice-chair**

1. Chair the committee meetings when chair is unavailable;
2. To support chair in their role and share duties;
3. Provide support to other committee members in their roles;
4. Can help develop the necessary legal documentation for Pride;
5. To find a resolution should there be any conflict between the chair and other committee members.
6. The role holder must be available consistently throughout the year.

This role always requires an impartial and objective view. To work well with the chairperson and promote discussion, ensure continuity if chair is unavailable, and have good communication skills.

**Trustee**

1. To ensure that the charity and its representatives function within the legal and regulatory
2. framework of the sector and in line with the organisations’ governing document, continually striving for best practice in governance.
3. To uphold the fiduciary duty invested in the position, undertaking such duties in a way
4. continually striving for best practice in governance. that adds to public confidence and trust in the charity.
5. To determine the overall direction and development of the charity through good
6. governance and clear strategic planning.
7. Functions and duties of charity trustees
8. The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:
9. a. to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
10. b. to exercise, in the performance of those functions, such care and skill as is reasonable in
11. the circumstances having regard in particular to:
12. (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

(ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

**Administrator**

1. To maintain contact data (internal and external);
2. Take minutes during committee and stakeholders meeting;
3. Organise and inform the committee of meetings;
4. Create and maintain the Event Folder for Pride 2020;
5. Keep a record of all correspondence.

This role requires good communication, organisational skills and good computing skills.

**Operations Manager**

1. To manage & oversee the Health & Safety of all fundraisers;
2. To manage & oversee the Health & Safety of the Annual Event;
3. To order and arrange all equipment and logistics for the Annual Event;
4. To Liaise with all managers to ensure there is an understanding of the H&S requirements expected from them.
5. Liaise with Treasurer to understand the budget requirements of the event.
6. This role would report to the Chair directly.

Specific Skills: Experience in Event Management and Organisation, good communication skills and organisation.

**Treasurer**

1. Maintain clear accounts for Pride 2020 (as per 2019 accounts);
2. Provide monthly financial reports of the accounts for the committee meeting;
3. To liaise with Fundraising Co-ordinator to provide full costings for fundraisers;
4. Create invoices for Prides creditors;
5. To prepare the end of year accounts for AGM;
6. To become a signature on the Pride Bank Account and to authorise payments;
7. To present the accounts for verification from an independent qualified accountant, so they can submit to Charity Commission.

This role requires good communication skills and to be able to build strong working relationships with local business, be organised and methodical.

**Volunteer Manager**

1. Develop the volunteering team (e.g. Stewards) for fundraising events and the Friday, Saturday and Sunday of Pride weekend
2. To promote the volunteering opportunities within the community sector and business organisations.
3. Be responsible for Co-ordinating Pride’s attendance at potential fairs and events to help publicise the event to the wider community.
4. Maintain Volunteers page on Facebook and actively encourage involvement.
5. Liaise with other managers / co-ordinators on committee.
6. Maintain Volunteer contact list.

This role requires good communication and the ability to encourage involvement from the community.

**Sponsorship Manager**

1. Develop and build on previous sponsorship packages offered;
2. Sell sponsorship to local businesses and Service Providers (maintaining existing relationships and developing new ones);
3. Communicate with Chair and Vice-chair with regards to previous relationships and ensure these are continued;
4. Attend meetings & carry out presentations with potential sponsors with support from Chair or Vice-chair;
5. Liaise with Treasurer on Budget requirements and creation of invoices for sold sponsorship packages.

This role requires good communication and requires marketing / selling skills.

**Fundraising Co-ordinator**

1. To co-ordinating and arrange the various Fundraisers throughout the year;
2. To liaising with the various venues (e.g. Local Venues / Community Centres / Art Centre / Hotels) and members of the community, to avoid clashes;
3. To encourage and develop independent fundraising;
4. To present fundraising ideas to the committee with any associated costs (including budgeting) and feedback on money raised at fundraiser.
5. Carry out a minimum of 5 fundraising events per year (Xmas Pride Party, Launch Party, Ride for Pride are mandatory).
6. Managed and co-ordinate Fundraising sub-committee.
7. Liaise with other managers / co-ordinators on committee.

This person requires good communication skills (verbal & written) and out of the box thinking. Must be able to stick to a budget and understand the differences between profit and turnover.

**Artwork & Design Manager**

1. Fulfil Artwork requests from the Committee in a timely manner
2. Responsible for the creation of Event Posters, Social Media Banners & Roadside banners and images for merchandise
3. Able to convert different image formats
4. Support creation of Pride Programme working with the Programme Manager
5. Must maintain SWP brand

This role requires exceptional graphic design abilities, communication skills, must open to feedback, able to deliver results in a timely manner. An eye for detail and flare, must be able to interpret the committees’ ideas and bring your own to the table. This can be combined with the Website Manager role

**Website Manager**

1. Overall responsible for the SWP Website build & Design
2. Maintain/Restrict Website access and permissions
3. Provide support for new elements required for the website, as agreed with committee members
4. Support creation of final website performers line up once full list received from Entertainment Manager
5. Provide support to Website Co-ordinator for any queries issues raised
6. Proficient at Photoshop and Wix Website application (desirable)

This role requires exceptional graphic design abilities, communication skills, must open to feedback, able to deliver results in a timely manner. An eye for detail and flare, must be able to interpret the committees’ ideas and bring your own to the table. This can be combined with the Artwork & Design Manager role

**Website Co-ordinator**

1. Liaise with other committee members to ensure relevant and current information is placed on website.
2. Liaise with Social Media / Press Officer to co-ordinate announcements / press releases.
3. Feedback and obtain feedback at committee meetings, regarding the website.
4. Ensure historical data is part of the website.
5. Create links with other website providers.

This role requires an eye for detail and flare, must be able to interpret the committees’ ideas and bring your own to the table.

**Social Media / Press Officer**

1. To promote the fundraising events and the Pride event to Wiltshire & it’s surrounding areas (including distribution) within the media (i.e. radio / newspapers / magazines);
2. To write regular press releases and distribute to media.
3. Investigate advertisement opportunities.
4. To regularly update social media platforms with news / fundraisers / photos to promote all associated with Pride.
5. To develop and manage social media platforms (such as Facebook / twitter/Instagram/Snapchat).
6. To seek different social media platforms to promote Pride.
7. Increase Social media following.
8. To carry out or arrange other committee members to support TV/Radio interviews to promote Pride.

This role requires familiarisation with all media outlets and types, be confident in communicating (written / verbal), can drive a hard bargain.

**Entertainment Manager**

1. Develop the entertainment for the various stages at Pride;
2. To manage and book the entertainment for Pride (including contract agreements);
3. Liaise with acts and feedback to committee regarding progress;
4. Work within the financial budget for the entertainment (including negotiation);
5. Liaise with sound and lighting people to ensure all requirements are covered for the day;
6. To seek acts for the various fundraising events.

This role requires good communication skills and can work within the entertainment budget. Also, be experienced in building / maintaining relationships and managing different personalities.

**Parade Manager**

1. Develop the Parade within the defined requirements;
2. Be responsible for the Health & Safety for the Parade.
3. Submit the Parade Document to the local authority and Police;
4. To request quotations from road closure company to manage traffic at junctions in line with the Parade Plan;
5. Develop the Parade Plan to improve it each year and ensure lesson learnt are included within update;
6. Working with the Local Police and Council to organise the logistics of the Parade;
7. Seeking sponsorship from local business and encourage group involvement;
8. Promoting people to be involved and to support the Parade on day.

This role requires high energy and enthusiasm, attention to details and persuasive personality.

**Stall Manager**

1. Maintain and manage a Stall contact list;
2. Contact previous Stall holders and new, to invite to the event;
3. Contact other prides, to have promotional stall at their event;
4. Ensure invoices are created and payment is received for all stall holders;
5. Liaise with other committee members;
6. Must be available the day before Pride and the day of pride from 7am;
7. Must manage stalls relationships and communication throughout the year;
8. Must ensure communications and enquiries are responded to within a timely manner (SLA to be agreed and revised 1-month in advance of Pride event);
9. Must create the stalls layout plan for the park and pitch allocation.

This role requires high energy and enthusiasm, attention to detail, seriously strong organisational skills and persuasive personality.

**Grants Manager**

1. Review the various available grants and create a short list for Grants to be applied for along with timescales;
2. Liaise with other Committee Members as necessary to seek the necessary support info for the Grant Application;
3. Submit applications on Swindon & Wiltshire Prides behalf (support will be given by the Chair/Vice-chair for this Role);
4. Potentially run any schemes where grants have been obtained;
5. Ensuring close down / monitoring reports are completed and returned to Grant Provider within timescales;
6. Apply for Supermarket token schemes to raise money and increase engagement;
7. Attend Grant Training (available from VAS) or Workshops (UKPON AGM).

This role requires good written skills and be able to interpret funding bids and use statistics within applications.

**Programme Manager**

1. Develop a marketing strategy to sell advertisement within the programme;
2. Activity Sell advertisement to local businesses and Service Providers (maintaining existing relationships);
3. Develop programme based on improvements from previous years;
4. Develop general content for programme with support from Committee;
5. Liaise with Programme designer about timescales and cost of printing;
6. Liaise with other managers / co-ordinators on committee for information within the programme (key focus: entertainment);
7. Distribute programme at least 1 month in advance of the event.

This role requires good communication and requires marketing / selling skills.

**Merchandise manager**

1. Order and maintain stock;
2. Ensure merchandise is profitable;
3. Keep up with current trends to maximize profit;
4. Research and present findings of new merchandise to Committee;
5. Find different opportunities to sell the merchandise;
6. Be able to attend events and manage merchandise (including handling money / card machines)

**Community Engagement Manager**

1. Build a list of contacts of groups and organisations to engage with;
2. Create opportunities of ways to engage with local stakeholders;
3. Engage with the community in different ways (E.g. Find a group to manage the Family Zone on the Pride Day);
4. Promote Pride and liaise with other managers as required;
5. Find ways of giving back to the community.

**Accessibility and Inclusion Officer**

1. To advise the committee on ensuring our events are accessible and inclusive to everyone;
2. Offering potential solutions and actions on how to make SWPride as inclusive and accessible to as many people as possible.
3. Work & assist the Grants Manager to look at funding opportunities.
4. Attend workshops to develop knowledge and understanding of legislation.
5. Run workshops with committee and volunteers on inclusion and accessibility.

Skills: Experience in this field is desirable, but it is a role that could be developed with the right person, that can demonstrate a proven interest in this area.

**MEMBERS**

The Volunteer Manager will draw on the new members experience and expertise to either allocate ad-hoc tasks or to give specific key activities. You will be responsible for ensuring you feed back to the co-ordinator/manager any updates on your action for the committee meetings. This role will provide you with valuable experience of the organisation and responsibility that comes with being involved with Swindon and Wiltshire Pride.

(This is a non-voting role @ AGMs)

**PRIDE SUPPORTERS**

These are people that support the committee in ad-hoc or specific duties, and must adhere to the terms of reference as per a committee member. You must attend meetings when required and feedback regularly to the chair / vice-chair on duties carried out for pride. (This is a non-voting role @ AGMs)