



Swindon & Wiltshire Pride Executive Committee Role Descriptions

SWPride will revise and review this regularly.
Version: 9.0 (Updated Oct 2024)
Next Review date: Oct 2025

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 LGBTQIA+ community.
- Able to attend fortnightly meetings either online or in person 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).
- Attend local events and local Prides with our stall to help fundraise, give out support guides and make connections.
- If successful we will require and fund a 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. Plan the agenda and chair the committee meetings.
2. Ensure that the Pride event is run within Health & Safety Constraints.
3. Work with the Vice-chair and Treasurer to plan a financial budget.
4. Attend the Trustees meetings and report back.
5. Attend stakeholder and ESAG meetings, as necessary.
6. Support the Managers and committee; seek opportunities and delegate.
7. Ensure the necessary legal documentation is prepared and submitted for Pride.
8. Attend external meetings with other committee members as required.
9. Support other roles when necessary.
10. Be a signatory on the bank account.

This role always requires an impartial and objective view. Be approachable and sensitive to people's 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. It helps if you hold a UK driving licence, to help travel to and from events.

Vice-chair

1. Chair the committee meetings when the chair is unavailable.
2. To support the 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.
7. To take minutes in the absence of the administrator.

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

Trustee (min 2 year term)

- a. To ensure that the charity and its representatives function within the legal and regulatory
- b. framework of the sector and in line with the organisations' governing document, continually striving for best practice in governance.
- c. To uphold the fiduciary duty invested in the position, undertaking such duties in a way.
- d. continually striving for best practice in governance that adds to public confidence and trust in the charity.
- e. To determine the overall direction and development of the charity through good governance and clear strategic planning.
- f. Functions and duties of charity trustees
- g. 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:
- h. to exercise their powers and to perform their functions in their capacity as a trustee of the CIO in the way they decide in good faith would be most likely to further the purposes of the CIO; and
- i. to exercise, in the performance of those functions, such care and skill as is reasonable in
- j. the circumstances having regard in particular to:
 - a. any special knowledge or experience that they have or holds themselves out as having; and,
 - b. if they act 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/Secretary

1. To maintain the Committee, contact list.
2. Produce Agenda and take minutes during committee and stakeholder's meetings.
3. Publish minutes within 72 hours of the committee meeting.
4. Organise and inform the committee of meetings (recording attendance and absences).
5. Create and maintain the Event Control and Information Point Folder for Pride Day Events.
6. Keep a record of all correspondence.
7. Consult with the Committee regarding actions (keep a log) and attendance at meetings.
8. Collaborating with the Trustee responsible for Policies to Manage the Policy List (including date of acceptance, version) and highlight when required for re-review.
9. Maintain and encourage the use of the Committee training hub.
10. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

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

Event Manager, Event Coordinator

1. To manage & oversee the Health & Safety of the Annual Pride Event.
2. To order and arrange all equipment and coordination for the Annual Event.
3. To Consult with all managers to ensure there is an understanding of the H&S requirements expected from them.
4. Consult with the Treasurer to understand the budget requirements of the event.
5. This role would report to the Chair directly.
6. Be the Event Manager at the Annual Event and update the documentation accordingly.
7. Prepare documents and Attend ESAG meetings with the Chair.
8. Prepare an equipment plan for setting up the Annual Event.
9. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

Specific Skills: Experience in Event Management, and Organisation, excellent communication skills and organisation. Desirable: a background in Health and Safety. **Note:** The event coordinator would support the same tasks as the event manager, but the event manager will be the lead in the role.

Treasurer

1. Maintain clear accounts for Pride.
2. To become a signature on the Pride Bank Account and to authorise payments.
3. Provide monthly financial reports of the accounts for the committee and trustee meetings.
4. To develop the Budget and Forecasting for Pride that year with Chair / Vice-chair.
5. To consult with Fundraising, Grants and Event Managers to provide full costs for fundraisers.
6. To consult with the Merchandise Manager and to provide a breakdown of profit.
7. Create invoices for Prides creditors.
8. To prepare the end of year accounts for AGM.
9. To manage and develop Pride our revenue streams (such as: Go fund me, PayPal, Swindon Community Lottery and Rainbow lottery).
10. To present the accounts for verification from an independent qualified accountant, so they can submit to the Charity Commission.
11. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

This role requires a background in finance, good knowledge of maintaining accounts in excel, excellent communication skills, and being organised and methodical.

Volunteer Manager

1. Develop and manage the volunteering team / roles (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. Coordinating Pride's attendance at potential fairs and events to help publicise the event to the wider community.
4. To actively encourage involvement through the Social Media Manager.
5. Consult with other managers / coordinators on the committee.
6. Build a volunteer contact list, for events, Pride Hub etc.
7. Maintain & Manage Volunteer Google sites website (training portal – currently under development).
8. Arrange & Run Volunteer Training Meetings a month ahead of the Pride weekend.
9. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

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

Accessibility & Inclusion Manager

1. Ensuring Swindon & Wiltshire Pride events, the Pride Hub and website etc are accessible as possible.
2. Work as part of the Pride Team to ensure accessibility requirements throughout the planning and management of all events including the main event and march.
3. Identify and communicate with potential groups and organisations to help improve Prides access provision.
4. Develop and maintain Pride's access activities in line with Attitude is Everything Live Events Access Charter
5. Work with the Communications Team to promote pride's access achievements to stakeholders and to people who may benefit from them.
6. Explore ideas to ensure all members of the LGBTQIA+ community are represented and included in SWP events and the work we do.
7. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

This role requires someone who is familiar with dealing with access requirements and supporting people with disabilities, mental health conditions or other additional needs, in either a personal or professional capacity.

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 & conduct presentations with potential sponsors with support from Chair or Vice-chair.
5. Consult with the Treasurer on Budget requirements and creation of invoices for sold sponsorship packages.
6. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

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

Grants Manager

1. Review the various available grants and create a shortlist 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).
8. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

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

Fundraising Manager

1. To co-ordinating and arrange the various Fundraisers throughout the year.
2. Consulting with the various venues (e.g., Local Venues / Community Centres / Art Centre / Hotels) and members of the community.
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 the fundraiser.
5. Use all fundraising platforms available to us, Online and in person (collection pots, QR codes, sponsored runs, bike rides, etc)
6. Manage and coordinate Fundraising.
7. Consult with other managers / coordinators on the committee.
8. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

This person requires excellent 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.

Communications manager

1. Oversee, look after, and support the team who manage all forms of external communication including social media, press, design, newsletter and website.
2. Help to build and maintain a consistent style for communications such as a brand guide.
3. Coordinate requests for communications to ensure the correct mediums are selected.
4. Maintaining and developing a network of contacts in the media,
5. Support when needed with social media, Press and Website
6. Work with the Website team to produce and distribute the monthly email newsletter.
7. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

This person must have good planning and communication skills, and knowledge of managing and creating social media. Must have good writing skills to create press releases.

Press Manager

1. Write regular press releases, submit for approval, and distribute the definitive version to the media.

2. Seek media opportunities.
3. Respond to media requests/interviews and seek appropriate committee members to take part (Chair/Vice Chair sign-off).
4. Maintaining and developing a network of contacts in the media,
5. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

This role requires attention to detail, communication skills, familiarisation or experience with writing press releases.

Website Manager, Deputy Website Manager

1. Work in conjunction with the Communications manager
2. Overall responsible for the SWP Website development, build & design (Wix)
3. Responsible for "My business" on Google
4. Send out Wix email campaigns to promote events or specific areas of Pride (minimum of 1 per month)
5. Keeping the website up to date and adding updated content, as agreed with committee members.
6. Ensure all areas of Pride Weekend are promoted clearly through the website (including FAQ, Alcohol Policy etc)
7. Regularly update the Impact page of the website.
8. Consult with communications manager and team, committee for suggestions on Website content, and progress changes in a timely manner.
9. Send monthly Website stat reports to the Chair/Secretary.
10. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

This role requires website editing abilities, communication skills, must be 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.

Social media manager/Social media content creator

1. To develop and manage social media platforms (such as Facebook /Twitter/Instagram).
2. Use social media to share news / fundraisers / LGBT+ Services/ Education/ LGBTQ+ awareness.
3. Researching content for social media, ensuring you are promoting areas of the LGBTQ+ community within the ethos of Swindon & Wiltshire Pride
4. Schedule a minimum of 2-3 posts a day across all channels using Sendible
5. Schedule main posts 4 weeks in advance, ad hoc posts can happen on the day.
6. Research different social media platforms to promote Pride.
7. Increase social media following.
8. To consult with the fundraising manager to promote events.
9. Consult with all committee members to support their roles. (For example, recruiting volunteers, selling sponsorship, promoting stall etc)
10. Promote LGBTQ+ awareness days.
11. Respond to messages or direct to the relevant committee member.
12. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

This role requires familiarisation with all social media platforms, be confident in communicating (written / verbal), Able to manage time effectively and to research content to share.

Pride March Manager

1. Develop the March within the defined requirements.
2. Be responsible for the Health & Safety for the March.
3. Ensure Pride march costs are within budget covered through proceeds.
4. Organise music, flags, banners for the Pride March

5. Develop a Pride March Plan to improve it each year and ensure lessons learnt are included within the update.
6. Working with the Event team and external services to plan and manage the coordination for the March.
7. Encourage the local community, organisations, and business to participate.
8. To manage the Pride March on day of the event
9. To manage and brief volunteers on the day of the event of roles and responsibilities.
10. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

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

Marketplace Manager

1. Maintain and manage a Stall contact list (whole event)
2. Contact previous Stall holders and new, to invite to the event.
3. Consult with the Treasurer to ensure invoices are created and payment is received for all stall holders.
4. Consult with other committee members.
5. Must be available the day before Pride and the day of pride from 7am.
6. Must manage stalls, relationships and communication throughout the year.
7. 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)
8. To create the stalls layout plan for the park and pitch allocation.
9. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

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

Merchandise manager

1. Order and maintain stock.
2. Ensure merchandise is profitable.
3. Keep up with current trends to maximise profit.
4. Research and present findings of new merchandise to Committee.
5. Find different opportunities to sell the merchandise.
6. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

Community Engagement Manager, Deputy 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 diverse ways (E.g., Find a group to manage the Family Zone on the Pride Day)
4. Promote Pride and consult with other managers as required.
5. Find ways of giving back to the community.
6. Ensure Pride is engaging with protected groups within the LGBTQ+ community.
7. Work with graphic designers to update support guides, get printed and distributed.
8. Maintain projects that have gone live. Rainbow walk maintenance and The Rainbow bench
9. Work with the Chair and Committee to explore and develop the latest ideas for community engagement.
10. Summarise and present any significant proposals to the Chair/Vice-chair for approval.

Skills: Experience in this field is desirable, but it is a role that could be developed with the right person, which can demonstrate a proven interest in this area. It helps if you hold a UK driving licence, to help travel to and from events.

Pride Hub Manager

- Manage the running of the Pride hub, volunteering your time to run the day-to-day activities of the Pride hub including recruitment of volunteers of the space, planning of opening times, inviting LGBTQIA+ groups, training of pride hub volunteers and promotion of the space.
- Manage Pride Hub staffing rota and opening times, coordinating with the Volunteer Manager and Committee to help ensure the Hub remains open consistently
- Manage a programme of regular activities and events in the Hub, coordinating with the Community Engagement manager and others
- Coordinate with the Merchandise manager to keep the Pride hub fully stocked
- Manage, stock up and explore updated content for the LGBTQIA+ information leaflets & supporting organisations stand.
- Budgeting - window cleaning/decorative etc
- Maintain relationship with Pride Hub landlord, security etc.
- Demonstrate empathy and listening skills when talking with members of the public, activity collate feedback of items requested from the community
- Responsible & Accountable for managing the SWP-Hub float and takings, and that they are securely stored, records maintained, and cash handed over to the Treasurer for Banking within a reasonable period.
- Knowledgeable to direct individuals with LGBTQIA+ queries & information.
- Summarise and present any significant proposals to the Chair/Vice-chair for approval.

This role requires someone who is knowledgeable of the LGBTQIA+ community as a whole, ideally with a retail/customer experience background.

Committee Member (without portfolio)

For individuals interested in helping to support and shape Swindon & Wiltshire Pride, but who are not able to dedicate time to a specific role or are not sure which role would be the best fit, we also welcome committee members without portfolio.

- Attend committee meetings, contribute to the discussion, and vote on key decisions.
- Support activities throughout the year such as attending events, staffing the Pride Hub
- Support the rest of the committee on an ad hoc/project basis where possible.
- Summarise and present any significant proposals to the Chair/Vice-chair for approval.

Non committee roles

Pride supporter

Pride Supporters are Individuals or organisations that are distinguished as supporters, friends, subscribers, service users and any others that may be called 'members' in their charity but have no role in determining the constitution and direction of the charity. Commonly this type of 'member' can be a volunteer, donor, or beneficiary.

The Committee 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 coordinator/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 at AGMs)

Pride supporter roles

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 the 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.
7. Arrange & liaise with interpreters.
8. Source PRS licence
9. Liaise and coordinate with videographers on the day.
10. Manage backstage team with Sound Manager
11. Schedule acts for all pride stages

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

Graphic designer

1. Fulfil Artwork requests from the Committee in a timely manner.
2. Manage workload on Planner and ensure all managers use Planner for submission requests.
3. Responsible for the creation of Event Posters, social media Banners & Roadside banners and images for merchandise
4. Able to convert different image formats.
5. Support creation of support
6. Must maintain the SWP brand.

This role requires exceptional graphic design abilities, communication skills, and must be 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

Head Steward

Marketplace Support

Voluntary/support roles over and leading up to the annual Pride event

Backstage volunteers (ideally with a production background)

1. Must have a entertainment background such as stage management, runner, sound etc

General volunteers

1. Will be used for a variety of roles on the day such as runner, help manage the parade, little picker, set up and clear down of the event.