

Salisbury Pride UK CIC

Committee Roles & Responsibilities Descriptions



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Are you hard - working, enthusiastic and passionate about supporting the LGBTQ+ community?

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.

If you've got specific skills or experience you can bring – perhaps you're an events expert or fab fundraiser; can strike a sponsorship deal or write cutting-edge copy,  
We'd love to hear from you!

Due to Health & Safety and for Child Protection, all volunteers must be at least 16 years of age.

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 Salisbury Pride UK 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 virtual monthly meetings. (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.
- All roles are voluntary.

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#### **Co-Ordinator/Chair/Festival Director**

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

#### **Operations Director**

1. To manage & oversee the Health & Safety of the Annual Event;
2. To order and arrange all equipment and logistics for the Annual Event;
3. To Liaise with all managers to ensure there is an understanding of requirements expected from them.
4. Liaise with Treasurer to understand the budget requirements of the event.
5. Ensure that the legal requirements for the Pride event are met in terms of Health and Safety, and will work closely with the appropriate local authorities.
6. Managing Security & Medical for the Pride events
7. Should be a Personal License holder.
8. This role would report to the Chair directly.

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#### **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 meeting and bi-monthly for the Trustee Meeting;
4. To develop the Budget and Forecasting for Pride Festivals with directors.
5. To liaise with Fundraising Manager / Event Managers to provide full costings for fundraisers;
6. To liaise with 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.
10. To present the accounts for verification from an independent qualified accountant, so they can submit to Charity Commission

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

#### **Secretary/Administrator**

1. To maintain Committee, contact list.
2. Produce Agenda and take minutes during committee and stakeholders meeting.
3. Organise and inform the committee of meetings (recording attendance and absences).
4. Create and maintain the Event Folder for Pride Day Event.
5. Keep a record of all correspondence.
6. Liaise with Committee regarding actions (keep a log) and attendance at meetings.
7. Manage Policy List (including date of acceptance, version) and highlight when required for re-review.

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

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#### **Accessibility Officer**

1. Working with the Salisbury Pride Committee to promote accessibility requirements throughout the planning and delivery of festival events and parade day, inline with attitude is everything's charter of best practice.
2. Identifying and communicating with potential groups and organisations to help improve Salisbury Pride's access provision.
3. Promoting Salisbury Pride's access to achievements to stakeholders and to people who may benefit from the charity's activities.
4. Ideally familiarity with dealing with access requirements and supporting people with disabilities, mental health conditions or other additional needs, in either a personal or professional capacity.

#### **Community Officer**

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.
6. Ensure Pride is engaging with protected groups within the LGBTQ+ community
7. To ensure Pride is engaging with all the Protected Characteristics covered under Equality Act.
8. To advise the committee on ensuring our events are accessible and inclusive to everyone;
9. Offering potential solutions and actions on how to make SPUK as inclusive and accessible to as many people as possible.
10. Work & assist the Fundraising Manager to look at funding opportunities.
11. Attend workshops to develop knowledge and understanding of legislation.
12. Run workshops with committee and volunteers on inclusion and accessibility.

Note: 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.

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#### **Events & 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.

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

#### **Fundraising Officer**

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.

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

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#### **Press Officer**

- a) Be a single point of contact for all media contacts.
- b) Work in liaison with the Chair and Fundraising Officer to advertise events.
- c) Present a unified message in relation to the decisions of OPG and to be responsible for the publicity of the Salisbury Pride events in the media.

#### **Sponsorship Officer**

- a) Apply for any Grants and/or benefits which Salisbury Pride may be eligible.
- b) Work in closely with the Treasurer and Entertainment Officer (and where necessary others on the Management Committee) to produce a programme of fundraising events.
- c) Responsible for the sale of advertising space within the Pride Festival Guide and website.
- d) Responsible for organising and overseeing the management of all Salisbury Pride sponsors and partners.
- e) Ensure any financial items are discussed with the Treasurer.
- f) Create and manage the Sponsorship pack with assistance from the Management Committee and the Communications Officer.
- g) Approach companies, both local and national in order to obtain funding for company/charity.
- h) Liaise with the Website Officer and the Communications Officer to make sure full exposure for the sponsor.
- i) All companies and groups approached will be cleared by the management group before the agreement is confirmed to ensure the company is “in keeping” with the spirit of the charity and Salisbury Pride as a whole.

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#### **Market Place Officer**

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. To create the stalls layout plan for the park and pitch allocation.

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

#### **Volunteers Manager**

The Volunteer Supervisor will collate information throughout the year to gain a wide selection of volunteers.

- b) They will work with the Communications Officer and Website Officer to make sure sufficient advertising is achieved to gain the number of volunteers needed to put on the event.
- c) Ensure that all Volunteers are briefed before the event and know what is expected of them, including health and safety briefs.
  - d) Design and executes a rota for the day of the event, ensuring staff have sufficient breaks throughout the day and that all posts are covered throughout the day parts.
  - e) Maintains a register with Secretary of all Volunteers (under Data Protection Act).

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#### **Website Officer**

1. Maintain the SP Website development, build & design (Wix); 2. Responsible for "My business" on Google
3. Send out Wix email campaigns to promote events or specific areas of Pride (minimum of 1 per month);
4. Keeping website up to date and adding new content, as agreed with committee members;
5. Ensure all areas of Pride Weekend are promoted clearly through the website (including FAQ, Alcohol Policy etc);
6. Update with event/social media content;
7. Liaise with committee for suggestions on Website content, and progress changes in a timely manner
8. Write regular press releases, submit for approval and distribute final version to media
9. Send monthly Website stat report to the Chair/Secretary;
10. Respond to media requests/interviews and seek appropriate committee member to take part (Chair/Operations sign-off).
10. The management committee must approve the design and content.
11. The inclusion of Sponsor's logos and adverts is to be maintained, and updated as sponsors and supporters give their support to the group.

#### **Social Media & Marketing Officer**

1. Creating and scheduling social media posts.
2. Creating and sending out monthly newsletters
3. Writing content for our news pages via our blog.
4. Creating and managing event posters
5. Attend monthly meetings.