



Swindon & Wiltshire Pride Executive Committee Role Descriptions

**SWPride will revise and review this regularly.
Version: 7.0 (Updated April 2024)
Next Review date: **April 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).
- 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 Vice-chair and Treasurer to plan 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
9. Be a cheque signature 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 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.
7. To take minutes in the absence of the administrator.

This role always requires an impartial and objective view. To work well with the chairperson and promote discussion, ensure continuity if the chair is unavailable, and have good 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 stakeholders meetings.
3. Publish minutes within 24 hours of the committee meeting
3. Organise and inform the committee of meetings (recording attendance and absences).
4. Create and maintain the Event Control and Information Point Folder for Pride Day Events.
5. Keep a record of all correspondence.
6. Liaise with the 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.
8. Maintain and encourage the use of the Committee training hub

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

Event manager

1. To manage & oversee the Health & Safety of the Annual Pride 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 the H&S requirements expected from them.
4. Liaise 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.

Specific Skills: Experience in Event Management, and Organisation, good communication skills and organisation. Desirable: a background in Health and Safety.

Treasurer/Deputy Treasurer

1. Maintain clear accounts for Pride;
2. To become a signature on the Pride Bank Account and to authorise payments;
2. Provide monthly financial reports of the accounts for the committee meeting and bi-monthly for the Trustee Meeting;
3. To develop the Budget and Forecasting for Pride that year with Chair / Vice-chair.
3. To liaise with Fundraising & Grants Manager / Event Managers to provide full costings for fundraisers;
4. To liaise with the Merchandise Manager and to provide a breakdown of profit.
4. Create invoices for Prides creditors;
5. To prepare the end of year accounts for AGM;
6. To manage and develop Pride our revenue streams (such as:Go fund me, Paypal,, Swindon Community Lottery and Rainbow lottery).
7. To present the accounts for verification from an independent qualified accountant, so they can submit to the Charity Commission.

This role requires a background in finance, good knowledge of maintaining accounts in excel, good communication skills, and being organised and methodical. **Note:** The deputy treasurer would support the same tasks as the Treasurer, but the Treasurer will be the lead in the role.

Volunteer Manager/Deputy 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. Be responsible for 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. Liaise with other managers / coordinators on committee.
6. Build a Volunteer contact list.
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.

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 the Treasurer on Budget requirements and creation of invoices for sold sponsorship packages.

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

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 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. To liaising 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. Utilise 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. Liaise with other managers / coordinators 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.

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 website up to date and adding new 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. Update with event/social media content;
8. Liaise with communications manager and team, committee for suggestions on Website content, and progress changes in a timely manner
9. Send monthly Website stat report to the Chair/Secretary;

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 Hootsuite
5. Schedule main posts 4 weeks in advance, adhoc posts can happen on the day
6. Research different social media platforms to promote Pride.
7. Increase social media following.
8. To liaise with the fundraiser manager to promote events.
9. Liaise 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

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

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

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

Pride March Manager

1. Develop the Parade within the defined requirements;
2. Be responsible for the Health & Safety for the Parade.
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 lesson learnt are included within update;
6. Working with the Local Police, Highways and Road traffic management company, local shops and businesses to organise the logistics of the Parade;
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

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

Marketplace Manager /Deputy 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. Contact other prides, to have promotional stall at their event;
4. Liaise with Treasurer to 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.

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. Be able to attend events and manage merchandise (including handling money / card machines)

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 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. Attend local events and local Prides with our stall to help fundraise, give out support guides and make connections
8. Work with graphic designer to update support guide, get printed and distribute
9. Maintain projects that have gone live. Rainbow walk maintenance and The Rainbow bench

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. It helps if you hold a UK driving licence, to help travel to and from events.

Pride Hub Manager

The Pride hub manager's role is to Lead a team that deliver Pride's retail offering to help fundraise for the charity

Work closely with the merchandising manager to keep the Pride hub fully stocked, and activity collate feedback of items requested from the community. Also work closely with the community engagement manager to organise activity in the hub.

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.

You will be able to oversee a wide remit and ensure that the retail offering is coordinated across the areas. You will be a good team player and can bring together varying and competing asks for Pride hub. You will have a knowledge of the LGBTQIA+ community as a whole, ideally with a retail/customer experience background.

- Manage, stock up and explore new content for the LGBTQIA+ information leaflets & supporting organisations stand.
- Budgeting - window cleaning/decorative etc...
- Maintain relationship with Regent Circus & Security
- Demonstrate empathy and listening skills when talking with members of the public.

- 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 timeframe.
- Knowledgeable to direct individuals with LGBTQIA+ queries & information.

Non committee roles

Non voting member/ Pride supporters

Non voting members 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 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 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

Graphic designer

1. Fulfil Artwork requests from the Committee in a timely manner
2. Manage workload on Trello and ensure all managers use Trello 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 Pride guide working with the Programme Manager
6. Must maintain 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

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.

Deputy events manager

Stalls support