



## Swindon & Wiltshire Pride Executive Committee Role Descriptions

**SWPride will revise and review this regularly.  
Version: 5.0 (Updated April 2022)  
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### 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 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 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. 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 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

## 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

- 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

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/ Deputy 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

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 2021 with Chair / Vice-chair.
3. To liaise with Fundraising Manager / Event Managers to provide full costings for fundraisers;
4. To liaise with 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: Amazon Smile, Paypal, Donation National Funding Scheme, Swindon Community Lottery).
7. To present the accounts for verification from an independent qualified accountant, so they can submit to Charity Commission.

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

## 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 Co-ordinating 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 / co-ordinators 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 Treasurer on Budget requirements and creation of invoices for sold sponsorship packages.

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

## Fundraising manager/ Deputy 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, 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. Manage and co-ordinate Fundraising
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. 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, 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 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. Send monthly Website stat report to the Chair/Secretary;

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

### Press Manager

1. Write regular press releases, submit for approval and distribute final version to media.
2. Seek media opportunities
3. Respond to media requests/interviews and seek appropriate committee member to take part (Chair/Vice Chair sign-off).
4. Maintaining and developing a network of contacts in the media,

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

### Social Media Manager /Deputy Social media manager

1. To develop and manage the 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 license
9. Liaise and co-ordinate 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.

## Parade Manager

1. Develop the Parade within the defined requirements; (750 people in the parade & up to 15 vehicles)
2. Be responsible for the Health & Safety for the Parade.
3. Ensure parade costs are covered through proceeds (Vehicle charges, business participation cost)
3. Prepare Parade Document for submission 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, Highways and Road traffic management company to organise the logistics of the Parade;
8. Encourage the local community, organisations, and business to participate
9. Liaise with Operations manager to put up road closure signs and Highway signs warning the public of delays.
10. To manage the Parade on day of the event
11. 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 persuasive personality.

## Stall Manager /Deputy Stall 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.

## 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.

## Pride (Charity) guide manager

1. Develop a marketing strategy to sell advertisement within the Pride/Charity guide
2. Activity Sell advertisement to local businesses and Service Providers (maintaining existing relationships).
3. Develop the Pride/Charity guide based on improvements from previous years.
4. Develop general content for Pride/Charity guide including a LGBTQ+ charity support section with support from Committee (including Educational Pages).
5. Liaise with artwork manager about timescales and cost of printing.
6. Pride/Charity guide costs to print so adverts must cover the cost of the programme. To also liaise with grants manager on potential grants to help cover costs of printing
7. Liaise with other managers / coordinators on committee for information within the programme (key focus: Sponsorship Manager and Entertainment).
8. Arrange for Distribution of Pride/Charity guide at least 1 month in advance of the event.
9. Arrange for Distribution of leaflets (e.g. Supermarket Deliveries) and research alternatives.

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.
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 SWPride as inclusive and accessible to as many people as possible.

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.

## Non committee roles

### Non voting member

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 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 at AGMs)

### Voluntary roles over and leading up to the annual Pride event

Backstage volunteers X10 (ideally with a production background)

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

Sound volunteer (experience with sound)

1. Manage all sound requirements for Stages at Pride Event
2. Responsible for updating and managing Sound Spec Specification Document
3. Liaising with Performs to ensure sound requirements are covered.
4. Managing Main Stage at the Event. Overseeing requirements for other stages.

Bar volunteers

1. Experience of working on a busy bar/festival bar
2. Cash and card handling skills

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.