



JOB DESCRIPTION

Area:	Parade	
Job Title:	Parade Corporate Entries Officer	
Responsible to:	Parade Director	Date: December 2019
Responsible for:	Pride Parade - Corporate Entries	
Purpose of job:	Support the parade activity	
<u>Key Accountabilities</u>		
<ul style="list-style-type: none">• Help the Parade Operations Manager co-ordinator the set up and delivery of the parade• Organise the statutory bodies, companies and sponsors who are parading• Be the named point of contact for corporate parade entrants• Communicate effectively with Pride volunteers, officers and trustees on progress and resource needs• Liaise with local authority officers and statutory bodies regarding the parade• Ensure entrants have the event information they need to safely participate• Work as a member of the parade entries team to ensure a safe and orderly parade• Perform other duties as required by the organisation's needs and as requested• Plan with the Parade Director the most suitable, safe and balanced parade order• Aim to maximise the entertainment value and parade entrants benefit shaped by any annual event or parade theme		