



JOB DESCRIPTION

Area:	Parade	
Job Title:	Parade Volunteers Officer	
Responsible to:	Parade Director	Date: December 2019
Responsible for:	Pride Parade Volunteers	
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 volunteers who are helping set up and participate as Pride in the parade• Be the named point of contact for parade volunteers• Communicate effectively with Pride volunteers, officers and trustees on progress and resource needs• Liaise with local authority officers and statutory bodies regarding the parade as necessary• Ensure volunteers have the event information they need to safely participate• Work as a member of the parade 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 best use and safe deployment of volunteers• Work closely with the Pride Volunteer Team led by the Volunteers Director		