



## **ABOUT PRIDE IN HULL**

Pride in Hull is the region's biggest celebration of the LGBT+ community and has been running for almost 20 years, borne out of an urgent need for LGBT+ representation in the city. The event is organised entirely by volunteers and is run as a registered charity.

It kicks off with a rainbow-strewn parade through the city and culminates in a huge day-long festival in Queens Gardens.

In 2018 the parade attracted over 2,000 registered participants and local organisations, who were cheered through the city by thousands of onlookers. The festival itself attracted over 50,000 attendees, making Pride in Hull the biggest free-to-attend Pride event in the UK.

We work closely with local arts organisations, such as Back to Ours to ensure there are opportunities for members of the community to take part in educational and creative projects relating to the event. In 2018, this included working with Hull Carnival Arts to deliver flag making workshops that represented our central theme of the Universal Declaration of Human Rights. We also collaborated with Back to Ours and Bransholme born artist Gareth Chambers to commission a unique performance piece, *Fighting 4 Queerz*, which he described as 'a defiant show of queer strength that challenges stereotypes of the LGBT community', that was performed by members of the public.

The festival began with a moving performance from the Rainbow Choir and a unique dance set from Culture:Orchestra and culminated in electrifying performances from LGBT icon Bright Light Bright Light, Eurovision's SuRie, Nadine Coyle and drag legend Adore Delano.

## **VOLUNTEERING FOR PRIDE IN HULL**

The Pride in Hull team is made up of unpaid volunteers. The trustees are ultimately responsible for the event, including its financial viability and the safety of everyone involved. Each Trustee is responsible for a particular area of the event's organisation (e.g. volunteering, finance, marketing etc.) and team members will typically report into the appropriate Trustee.

As all team members are volunteers, we try to make the roles as adaptable as possible and to ensure the time demands are minimised, but we do expect that all team members are available on the day of Pride itself. The demands of each role will be different and the time required to fulfil the role will differ and likely increase as we get closer to the event itself, but there is a strong support network of experienced team members who are able to assist where necessary.

## **VOLUNTEER COORDINATOR**

### **RESPONSIBILITIES**

We are seeking two Volunteer Coordinators to help recruit and coordinate volunteers for the main Pride in Hull Festival day on Saturday 20 July 2019.

As volunteer coordinator, you'll be managing the recruitment and retention of our volunteer network, identifying training opportunities that may benefit our volunteers and manage post event monitoring and evaluation. You'll be responsible for delivering pre-event briefings for our volunteers with support from the trustee Volunteer Director.

Pride in Hull is run by a team of unpaid Trustees and supported by volunteers: at present over 60 volunteers are engaged on Pride Day. You'll be managing an established database of existing volunteers and coordinating them for the Pride event, in addition to the recruitment and supervision of new participants.

Time spent working on the role will be flexible and you will need to be able to work remotely / from home for administration tasks. You may be required to organise event spaces for volunteer meetings in addition to using our current and established partner venues effectively.

### **SPECIFIC DUTIES**

- Outreach and awareness raising for volunteers, including public campaigns and profile raising/recruitment events to attract new volunteers
- Increasing the diversity of our volunteer pool and ensuring diverse needs are met appropriately
- Recruiting volunteers and ensuring they are appropriately matched, managed, trained and briefed for positions
- Scheduling volunteers including organising rotas and compiling and managing databases
- Managing the Pride volunteer email inbox and using volunteer software if required
- Produce update reports to feedback to the Pride team
- Communicating with volunteers including informational meetings and delivering briefing sessions
- Monitoring, supervising, supporting and motivating volunteers
- Organising meetings and briefing sessions
- Awareness and accordance with all relevant Safeguarding policies and procedures
- To manage and coordinate the volunteers on site on Pride Day (Saturday 20 July 2019)

### **KEY SKILLS**

#### **Essential**

- Ability to work under own initiative as well as part of a team
- Excellent attention to detail, organisational and administration skills
- Experience of managing/supervising people
- Ability to motivate, delegate and supervise effectively
- Outstanding and demonstrable communication skills
- Ability to remain calm under pressure and challenge effectively
- Able to manage own workload
- The ability to solve problems, occasionally at short notice
- Positive and enthusiastic attitude
- Willingness to support the Pride in Hulls commitment to equal opportunities

- Available on Pride Day (Saturday 20 July 2019)
- Any additional duties that may be required in relation to supporting volunteers or additional tasks at the trustee Volunteer Director discretion

**Desirable**

- Experience managing volunteers
- Experience of working on, or with large-scale events
- Knowledge of the LGBT+ community
- A passion for diversity and equality
- Experience as an event planner and/or volunteer coordinator preferred

**QUALIFICATIONS**

Formal qualifications are not required, but prior experience in a similar role would be an advantage.

**SALARY**

As a voluntary organisation, this position is unpaid. Reasonable expenses will be reimbursed.

**PROGRESSION OPPORTUNITIES**

There are many opportunities within the Pride in Hull team and there is the potential to move into a director or trustee position in the future.

**HOW TO APPLY**

To apply, email your CV to [craig@prideinhull.co.uk](mailto:craig@prideinhull.co.uk) outlining why you think you are suitable for this role and why you would like to apply.

Please refer to our [Statement on Recruitment of Ex-Offenders Policy](#) and [Handling of DBS Certificate Information](#) before submitting your application. Appointment will be subject to appropriate references and a DBS check.

Pride in Hull is committed to equality to all: if you require this correspondence in an alternate format, please contact us.

Due to the critical nature of this role for the organisation we will hold interviews for this position.