**FOLKESTONE PRIDE ROLE DESCRIPTIONS 2021-22**

**Get involved! If you would like to be considered for a role e-mail** **info@folkestonepride.org** **– state which role(s) you’re interested in and give a brief summary of your suitability. If you would like to be involved but you’re not sure how, e-mail us anyway – we always need general volunteers!**

**Governors/Trustees: These are the legal roles for Pride as an organisation. They are voted in annually at the AGM and may be externally advertised.**

1. **Chair** (A very active role)
* Manages the other Trustees and the Director
* Chairs Governance Committee meetings and AGM
* Ensures robust governance, policies and processes across the organisation working closely with the Director
* Strategic oversight of all of Folkestone Pride’s activities
* Represents Folkestone Pride at high-level events and meetings
* Designated signatory for Folkestone Pride funds
1. **Secretary**
* Takes minutes at meetings of the Governance Committee and AGM and disseminates these as appropriate
* Prepares and circulates paperwork associated with the above meetings
* Oversight of organisational paperwork, policies and procedures
* Designated signatory for Folkestone Pride funds
1. **Treasurer**
* Oversight of Folkestone Pride finances
* Signs off annual accounts, with external audit as required
* Presents annual accounts at AGM
* Designated signatory for Folkestone Pride funds
* Ensures robust accounting processes and audit trail for the organisation
* With the Chair, ensures adherence to relevant financial policies and external reporting
1. **1 Additional Trustee** for further expertise (preferably legal)
2. **1 Additional Trustee** for further expertise (preferably community charity or fundraising expertise)

**Managers: These are the core operational roles required for Pride’s annual activities, with management responsibility. They are appointed by the Trustees but are usually subject to a vote at the AGM.**

1. **Director, 1 Position** (A very active role)
* General oversight of all operational activities
* Delegation and monitoring of operational activities, ensuring deadlines are met
* Allocation of tasks to team members
* Recommendation of budgets and expenditure to the Trustees
* Chairs Management Team meetings. May be invited to Trustee meetings
* Develops strategy for Folkestone Pride’s growth, for agreement by Trustees

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1. **Finance Manager, 1 Position**
* This may be the Treasurer (Trustee) but in the longer term may become a different role
* Manages Folkestone Pride’s day-to-day finances
* May be a designated signatory for Folkestone Pride funds up to a certain amount
* Tracks all income and expenditure and keeps records (“books”)
* Processes invoices and receipts
* Reports on balances to the Management Team and Trustees
* Assists the Director and Chair with budget forecasting
* May be involved in processing external grants
1. **Administrative Manager, 1 Position**
* May be the Secretary (Trustee) but in the longer term may become a different role
* Organises monthly management meetings with the Director
* Takes minutes at management meetings and disseminates these. Ensures actions are carried out
* Fields general enquiries to the Pride email inbox and circulates emails to the team as necessary.
* Manages the Folkestone Pride mailing list, working closely with the Volunteer Manager
1. **Health & Safety Manager, 1 Position**
* Works with the Chair and Director to ensure best practice in Health & Safety across all of Pride’s activities
* Works closely with the Events Programmer on risk assessments for individual events
* Assists the Director and Events Programmer with the completion of the Pride Day Event Application for the District Council
* Assists and advises on appropriate liaison points and procedures for emergency services, security staff, stewards, traffic marshalls and outside contractors for Pride Day celebrations
* Attends meetings with the District Council’s Safety Advisory Group as required, with Director and Events Programmer
* Works closely with the Volunteer Manager to ensure robust Health & Safety measures for Folkestone Pride volunteers
1. **Marketing Manager, 1 Position**
* Works closely with the Director and Management Team to ensure a consistent brand message and good marketing practice across all of Pride’s activities
* Prepares regular newsletters using content provided by other Managers
* Appoints other marketing volunteers and outside contractors as required
* Leads on the development of merchandise and branded products, with the Director
* Monitors engagement with Folkestone Pride across the various marketing channels
* Actively researches effective marketing opportunities for Folkestone Pride
* Leads on advertising strategies for Folkestone Pride
1. **Fundraising Manager, 1 Position**
* Works closely with the Chair and Director to develop an annual fundraising strategy and long-term plan for sustainable fundraising
* Seeks out and secures external grants and sponsorship funding, working with other volunteers
* Ensures a fundraising presence at all appropriate events, by delegation to general volunteers (e.g. donation buckets, raffles etc)
* Ensures donated and awarded funds are accurately reported to the Finance Manager and Treasurer
* May be involved in external grants management and reporting (experience permitting)
* Delegates tasks to other bid writer volunteers, with appropriate advice and monitoring
1. **Events Programme Manager, 1 Position** (A very active role)
* Leads on the curation and scheduling of all public events in the Pride yearly calendar
* Delegates tasks as necessary to deliver high quality events
* Takes a lead role in Folkestone Pride Day and the associated Event Application
* Programmes acts and entertainment with the Director, working to agreed budgets
* Liaises with acts on Pride Day and ensures effective accreditation, stage management and production, with other Pride volunteers and managers
* Works with other volunteers on visual and production elements for Folkestone Pride events
* Works closely with the Marketing Manager and Press & Publicity Manager to ensure events are communicated and well-attended
* Receives suggestions for events from other Managers, members, local organisations
1. **Community Outreach Manager, 1 Position** (A very active role)
* Ensures representation and engagement from relevant community bodies at quarterly Community Forums
* Forges new connections with relevant local and regional community groups
* Develops innovative ways of promoting/developing people's understanding of Pride
* Collects and collates community feedback, to assist in the completion of evaluations and reports
* Works closely with the Volunteer Manager to ensure a good flow of incoming volunteers
* Develops innovative projects with community partner organisations
* Helps facilitate opportunities for outreach work, events and fundraising
1. **Local Business Partnerships Lead, 1 Position**
* Develops relationships with local businesses to raise awareness and visibility of Pride
* Represents Folkestone Pride at local business events
* Advises businesses on ways to support the LGBTQAI+ community
* Organises two Local Business Forums per year for external relations purposes
* Helps drive external sponsorship and fundraising
1. **Volunteer Manager, 1 Position** (A very active role)
* Actively drives volunteer recruitment
* Formally registers all Folkestone Pride volunteers (including managers and trustees)
* Acts as first port of call for all general volunteer issues
* Advises the management team on best practice in recruitment, support and development of volunteers
* Works closely with the Health & Safety Manager to help ensure robust H&S processes for all volunteers
* Monitors “in-kind” contribution. (NB. *Anybody* who carries out any volunteer work for Pride in any capacity)
* Works with the Director and Chair on policies concerning volunteer involvement
* Receives volunteer testimonials and feedback for reporting to the Director, Chair and external bodies
1. **Press and Publicity Manager, Position may be shared**
* Drives media publicity for Folkestone Pride and its associated activities
* Works closely with the Marketing Manager and Director to ensure the Folkestone Pride brand is well represented
* Writes/issues press releases in consultation with the rest of the management team
* Tracks press contacts and coverage
* Maintains excellent relations with local press and media
* Receives quotes from performers, acts, VIPs, other volunteers for publicity purposes
* Acts as a spokesperson for Pride along with the rest of the Management Team
* May be involved in the contracting and coordination of photographers and film makers where useful for publicity purposes

**Invited members to the Management Team as required.**

These are other formal operational roles without management responsibility

1. **Legal Officer, Position may be shared**
* Provides legal advice to the Management Team and Trustees as required
* Recommends external legal review as necessary
* Reviews any major contracts or agreements before these are entered into
* Works closely with the Health & Safety Manager, Director and Chair on policy documents for Folkestone Pride
1. **Ethics and Inclusion Officer, Position may be shared**
* Ensures best practice in ethics, diversity and inclusion across the board, working with the Trustees, Management Team and Legal Officer
* Helps develop a strategy for Folkestone Pride to become one of the most ethical, progressive and “green” prides in the world
1. **Social Media Coordinator, Position may be shared**
* Curates and moderates social media platforms
* Ensures a regular flow of content and communications from other Pride colleagues and external sources
* Fields enquiries from the general public received via social media
* Provides reports on engagement with Folkestone Pride’s social media
* Horizon-scans for opportunities related to social media
1. **Web Content Coordinator, Position may be shared**
* Curates the Folkestone Pride website and keeps it up-to-date
* Creates new web and e-mail domains as required
* Assists with the commissioning of new content as required (e.g. photos)
1. **Graphic Design and Artwork Volunteers, Multiple positions**
* Assist the Events Programmer and management team with the creation of posters, flyers, banners and marketing materials
1. **Film and Photography Volunteers, Multiple positions**
* Assist the Events Programmer, Social Media Coordinator, Web Content Coordinator and management team with the creation of photographic and film content to promote Folkestone Pride’s activities
1. **Bid Writer Volunteers, Multiple positions**
* Assist the Chair, Director and Fundraising Manager with the writing of external funding bids
1. **Fundraising Assistants, Multiple positions**
* Assist the Fundraising Manager with small-scale local fundraising initiatives such as raffles, auctions and competitions associated with events
1. **Event and Outreach Volunteers, Multiple positions**
* Assist the Events and Outreach Programme Managers with the coordination of events, including liaison with venues, ticketing and promotion
* Assist with helping set up and pack down venues
* May include delegated coordination of smaller events
* This heading includes volunteer performers
1. **Administrative Assistants, Multiple positions**
* Assist the Director, Administrative Manager and Finance Manager with general administrative tasks