

York Pride Committee Structure 2020

These roles descriptions are shortened versions to give a flavour of the role, full descriptions are available In the roles and responsibilities document.

Officers (Trustees)

Chair & Event Director

Help build strong relationships within the team, to provide the committee with direction, and a development plan for the year ahead. Chair committee meetings. To be ultimately responsible for all liabilities of the committee.

Vice Chair

To support the Chair in all aspects of the Chair's role. To act, confidentially, as a critical friend to the Chair, providing frank guidance and feedback when necessary. Chair meetings in the Chairs absence.

Secretary

To produce agendas ahead of meetings in conjunction with the Chair, take accurate minutes at meetings and ensure they are distributed in a timely manner to the committee.

Treasurer

To maintain an overview and provide sound management of the finances of York Pride, to promote value for money and sound investment in order to assist officers in advancing the objects of York Pride. Provide a financial report, including an up-to-date account balance to officers at committee meetings and to prepare accounts to be scrutinised by both internal and external parties on request.

Community Events Officer

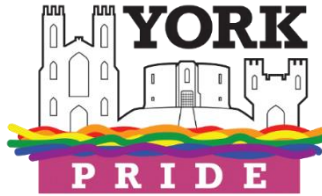
Oversee, plan and facilitate a wide range of York Pride branded community events. These should be inclusive and diverse with a view to running on a break even/not for profit basis. But engaging with a wide spectrum of the community. To support the fundraising and events officer in delivering their fundraising driven events.

Fundraising & Events Officer

Oversee, plan and facilitate a wide range of York Pride branded events. These should be inclusive and diverse with a strong focus on raising funds to help with funding for the main York Pride event. To support the community events officer in delivering their community driven events.

Sponsorship Officer

To oversee grant applications and source new possibilities for funding and sponsorship from charities, businesses and individuals. A close working relationship with Stalls and Parade officers is important so they are aware what has been offered to sponsors.



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Parade Director

To oversee the organisation/logistics of the parade as part of the summer Pride event. To liaise with City of York Council, North Yorkshire Police and any other relevant bodies to ensure the appropriate legal road closures are in place. Overall responsibility for the parade on the day. To manage the parade sub group to ensure the smooth running of the parade.

Volunteer Director

To organise, recruit, train and involve volunteers to support the York Pride festival and Parade. Working with the Parade & Stalls team to ensure volunteers are available when required.

Stage Director

To actively seek new acts for all major Pride events, to seek a detailed list, including costings and requests, of potential acts including hosts (both local and household names) for the stage at major Pride events, for approval by the officers ahead of the line-up confirmation and book accordingly.

Stalls & Logistics Director

To seek new stallholders, as well as ensuring the return of previous attendees as directed by the committee. To seek a detailed list of quotes for infrastructure needed for major pride events (such as toilets, fencing etc.) for the committee to approve, and book as appropriate. To ensure all stallholders sign appropriate paperwork, are briefed accordingly and to ensure payments for stalls are made.

Press & Publicity Officer

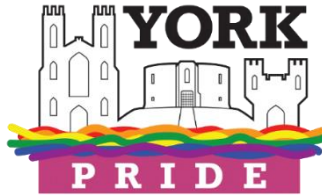
To oversee and undertake the management of all media interest in York Pride, to promote Pride activities, campaigns and events. Provide a strong grasp of both written and spoken English and demonstrate both tenacity and determination, particularly when faced with negative attitudes or rejection as necessitated by the nature of the position. In this context, to provide text and copy for use in Pride media, marketing and fundraising/sponsorship activities and campaigns. Oversee the general direction for York Pride Social Media dividing up social media workload with the rest of the marketing team.

Design & Branding Officer

To design and create all York Pride branded materials & artwork. Working closely with the marketing team and working to occasional tight deadlines. The candidate should be open to feedback from other members of the committee. Previous experience in this type of role is paramount – examples of work would be desirable.

Website, & E-Commerce and Wristband Scheme Officer

Working closely with the marketing team to ensure the York Pride website is kept up to date with relevant stories, information and press releases. Ensure all suitable York



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Pride branded merchandise is available for sale through the website. To liaise and encourage local businesses to offer a discount for those with a York Pride wristband. To liaise with potential stockists of York Pride Merchandise (potentially via Sponsorship Team and Parade Team) to ensure merchandise is accounted for on a sale or return basis and monies/stock received back following the Pride event a robust and accountable paper trail should be available at all times, identifying where York Pride stock is at all times.

Accessibility and Inclusion Officer

To advise the committee on ensuring our events are accessible and inclusive to everyone. Offering potential solutions and actions on how to make York Pride as inclusive and accessible to as many people as possible. Focus on any specific grants and funding opportunities that are available to implement recommendations is also a key element of the role.

Support Officers

Deputy Parade Director – Logistics

To work with the Parade Director to ensure the Parade is a successful and enjoyable part of the Pride day.

Deputy Parade Director – Participation

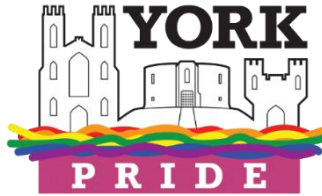
To actively seek and attract new and existing charities, organisations, political parties, companies and statutory bodies to participate in the parade. To secure necessary visual elements required for a parade (floats, giant flag, drummers etc.). To organise the line-up and order of the parade liaising with other committee members to achieve this EG. Sponsorship Officer

Deputy Stalls & Logistics Officer

To work with the stalls and logistics officer to deliver a well planned, and well attended festival site.

Marketing Support Officer

To assist the marketing team as required with social media and other marketing related activities.



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Pride Ambassadors

Parade Ambassador

To support the Parade Sub Group to deliver a successful York Pride Parade.

Community Engagement Ambassadors (X2)

To support the Parade Sub Group to deliver a successful York Pride Parade, the emphasis on this role is to engage with local businesses along the route, City of York Council, York BID, Make It York & Visit York.

Stalls Ambassador (X2)

To work with the Stalls and Logistics officer and Deputy Stalls and Logistics Officer on the York Pride festival site, both pre event planning and on the day running of the site.

Schools Ambassador

To work with local schools as the main point of contact for their involvement with York Pride.

Trans Ambassador

To work with the Trans community to ensure our events are inclusive and representative and offer suggestions on how to improve the Trans Inclusiveness of York Pride.