



Job Application Pack

Deputy Events Manager

September 2022



MANCHESTER PRIDE

Manchester One / 53 Portland Street / Manchester / M1 3LD / United Kingdom
T: +44 (0)161 831 7700 / Email: info@manchesterpride.com

VAT number: 915888380 Company number: 4671318 Registered Charity no: 1117848

Dear Applicant,

RE: Joining The Team at Manchester Pride

Thank you for showing an interest in joining the team here at Manchester Pride.

To help you with your application, please find attached some further information about our charity and a detailed specification for the role of Deputy Events Manager.

The recruitment process includes two stages – the submission of your CV and covering letter, followed by a face to face interview at which you will be asked to present your response to a brief which will be outlined to shortlisted candidates.

Throughout the process, we may opt to include a third stage either with an informal telephone conversation or further formal presentation based interview.

To kick things off, you will need to submit your cover letter and CV via email. **The deadline for applications is Friday 14th October 2022.**

If you have any questions about the process or would like an informal chat about the role or application process, please do not hesitate to contact our Operations Coordinator, Freddie Borgman (freddie@manchesterpride.com), stating the role title in the subject heading.

Best of luck with your application.

Mark Fletcher

CEO

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About Manchester Pride

Underpinned by an exciting post pandemic strategy, Manchester Pride is a multi-million pound turnover not-for-profit organisation committed to creating a city - and a world - where people are able to live and love free from discrimination.

We campaign for equality; challenge discrimination; create opportunities for engagement and participation; celebrate lesbian, gay, bisexual, transgender and queer plus life; and fundraise to enrich and empower LGBTQ+ organisations, charities and communities in Greater Manchester.

We are most famous for our annual programme of Lesbian, Gay, Bisexual, Trans, Queer and Inclusive (LGBTQ+) events in Greater Manchester which each year bring more than 200,000 people together to celebrate queer life.

Our programme includes the annual Manchester Pride Conference, Manchester Pride Spring Benefit, events recognising International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT), our year-round calendar of LGBTQ+ Arts & Culture, Superbia, our Community Engagement projects including Youth Pride MCR, our All Equals Charter which supports businesses and organisations in recognising and challenging discrimination, and our flagship event, Manchester Pride, over August Bank Holiday weekend.

Our events and community focussed initiatives are at the heart of our pandemic recovery strategy, which seek to reimagine our programme to deliver an internationally acclaimed and significantly enhanced experience for users befitting a city at the heart of the Northern Powerhouse.

To find out more about our events and initiatives check out our [website](#).

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Our Vision:

A world where LGBTQ+ people are free to live and love without prejudice.

Our Mission:

We are committed to improving the lives of LGBTQ+ people. We are part of a global pride movement that celebrates advancements in equality and challenges discrimination faced by LGBTQ+ people.

Our Values:

Inclusivity: We believe that everybody has a contribution to make regardless of any differences and in particular respect of their protected characteristics.

Empowerment: We believe that everybody should be supported to have the confidence and opportunity to live the way they want.

Togetherness: We believe that great things can be achieved through working with individuals, organisations and communities

Our Goals:

- Stage an annual world class celebration of LGBTQ+ life in Greater Manchester
Maintain the position of the festival on its international platform, acting as a beacon for LGBTQ+ equality in Greater Manchester and throughout the world;
- Educate people on LGBTQ discrimination and take steps to reduce it;
- Help the people of Greater Manchester and beyond to recognise, understand and challenge discrimination against LGBTQ+ people;
- Raise awareness and support for LGBTQ+ mental health;
- Partner with third party organisations to deliver a programme of work designed to support the mental health and wellbeing of LGBTQ+ people in Greater Manchester;
- Support grassroots projects and initiatives that encourage the wellbeing of LGBTQ+ people in Greater Manchester;
- Make packages available to provide essential support for projects and initiatives aimed at improving the lives of LGBTQ+ people in Greater Manchester;

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- Increase representation for further marginalised sectors of LGBTQ+ communities; and
- Partner with third party organisations to deliver a programme of work designed to increase visibility and support the issues faced by further marginalised LGBTQ+ communities in Greater Manchester.

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Role Description:	Deputy Events Manager
Salary:	£28,000 per annum
Reports To:	Senior Events Manager
Place of Work:	Manchester City Centre (includes flexible home working)

The Opportunity

We are looking for a dedicated person who fully understands the nature of our work and wants to join a passionate, dynamic team on our journey to sustain the performance of a successful charity with an international impact.

This truly exciting role provides the opportunity to work on some World class events and will suit a candidate who has an interest in logistics and has worked with a range of suppliers and stakeholders. The candidate will understand the full event delivery process and can bring innovative ideas to the team.

Specific Responsibilities

- **Event Inception to Delivery:** You'll be involved in delivering all elements of the full event process from conception to on-site logistics. You will inform proposals for new initiatives and events; event schedules and post-event reports; assisting with producing event budgets and reporting on outcomes;
- **Event Innovations:** You will use your experience and creativity to identify new processes, technologies and efficiencies to improve event logistics and operations;
- **Contingency Planning:** You will consider health and safety requirements and produce risk assessments as part of event safety planning as well as liaise with security, crowd management and medical contractors;
- **Partnership Logistics:** You will work closely with the Engagement and Marketing teams on delivery of event-based sponsorship and partnerships, promotional and engagement activity;
- **Creative Programming:** You'll input into the content and programming as well as work with artists and producers to create an exciting events programme whilst assisting the artist booking team;
- **Deputise for Senior Events Manager:** You will deputise for the Senior Events Manager and act as event lead on specific projects such as the Parade, Youth Pride MCR, Family Pride MCR, Human Rights Forum, the Candlelit Vigil, Superbia or elements of the Gay Village Party.

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- **Fundraising:** You'll identify new fundraising opportunities for the Manchester Pride Community Fund as part of the events programme;
- **Finance and Reporting:** You will assist with weekly financial planning, reporting & forecasting and work within agreed events budgets. You'll assist with the preparation of event management reports for the wider team;
- **Supplier Procurement:** You'll assist with procurement and negotiate suppliers costs for production and infrastructure.

The above list of duties is indicative only and not exhaustive. The successful candidate will be expected to perform all such additional duties as are reasonably commensurate with the role.

Please take note that due to the nature of our work, the flexibility to work outside normal office hours will be required.

Terms

This role will initially be offered as a 12 month fixed term contract, with the potential for a permanent opportunity thereafter.

The role is full time - equivalent to 37 hours per week through our flexible working policy, with a provision for annual leave of 25 days per annum plus bank holidays and an extra day off for your birthday!

There is a three month probationary period which the post holder will have to successfully complete.

Please submit your application by email to freddie@manchesterpride.com, inserting the role title in the subject heading.

Freddie Borgman, Operations Coordinator, Manchester Pride, Manchester One, Manchester, M1 3LD

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Person Specification

We're looking for a candidate who is keen to make a difference and input into all areas of the charity's work. This role will enable the candidate to work across all departments within the charity and so the role will be truly rewarding as they will impact all aspects of the charity's output.

If you feel you are the right person for the role but don't necessarily meet all the skills, experience & Qualifications criteria below, we'd still love to hear from you.

We are taking positive action to encourage applications from people of colour (PoC) and other racially minoritised communities, trans, non-binary and/or older people (aged 50+), to improve the representation of colleagues from these communities in our team.

Skills, Experience and Qualifications

Essential

- At least 3 years experience in a similar position;
- Effective team worker who shows initiative and takes ownership of the role;
- Experience working with Senior Management to understand how to support these roles;
- Ability to work to strict deadlines, prioritising tasks and workloads;
- Keen eye for detail who can deliver a high standard of work;
- Capacity to work on multiple projects simultaneously;
- Strong IT skills with experience of word processing, spreadsheets and presentations;
- Experience of dealing with stakeholder enquiries and finding solutions;
- Strong planning and organisational skills with experience working in administration and implementing processes and procedures;
- Good understanding of Finance and HR administration;
- Strong ability to communicate with stakeholders at all levels from community to corporate to board level;
- Highly organised and strong attention to detail;
- Excellent communication, written and verbal;
- Excellent time management skills;
- Experience of working cross-departmentally in a complex organisation;
- Ability to manage sensitive information;
- Ability to take instruction and adhere to task lists;
- Understanding of the core aims and objectives of Manchester Pride.

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General - All staff are required to:

- Familiarise themselves with the organisation's policies and procedures held on the HR system accessible by all staff at any time;
- Uphold the Equal Opportunities, Anti-Harassment and Bullying Policies, ensuring effective implementation in all aspects of their work for the organisation;
- Act at all times within the organisation's rules, policies, procedures and any other statutory requirements;
- Be proactive, bring ideas, suggestions and contribute to business improvement;
- Undertake training as required;
- Attend staff and team meetings as required;
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues, customers and visitors;
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skills level to respond to changing priorities and make sure that customer needs and business objectives are met.

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Equal Monitoring Form

Manchester Pride is committed to supporting the principle of equal opportunities and operates a robust Equality Opportunities Policy. To help us to monitor the effectiveness of this policy, we request you to fill out this form. This form will be detached and kept separate to your application, and the information held herein will be kept securely and used for analysis purposes only.

Please tick one box in each section.

Monitoring Ethnicity

Ethnic origin is not about nationality, place of birth or citizenship. It is about colour and broad ethnic groups. UK citizens can belong to any of the groups indicated.

How would you describe your ethnic origin?

ASIAN OR ASIAN BRITISH	
Bangladeshi	
Indian	
Pakistani	
Other Asian (please specify)	
BLACK	
Black African	
Black Caribbean	
Black British	
Black European	
Other Black	
WHITE	
White Eastern European	
White British	
White Irish	
White Western European (non-British)	

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Other White	
CHINESE OR CHINESE BRITISH	
Chinese	
Chinese British	
DUAL HERITAGE	
White and Black Caribbean	
White and Black African	
White and Asian	
Other Dual heritage	
OTHER	
Other Ethnic Background	
PREFER NOT TO SAY	
Prefer Not to Say	

Age: Which age category do you fall into?

Under 21		22 – 35		36 - 45	
46 – 55		55 +		Prefer Not To Say	

Disability: A disabled person is defined in law as someone who has an impairment that has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities. Do you consider yourself to have a disability or long-term health condition?

Yes		No		Prefer Not To Say	
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Gender: Please select below:

Man (inc trans man)		Woman (inc trans woman)	
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Non-binary		In another way	
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Is your gender identity the same as you were assigned at birth?:

Yes		No		Prefer Not To Say	
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Sexual Orientation. Please select below:

Gay or Lesbian		Bisexual or pansexual	
Heterosexual or straight		In another way	

Marketing Screening. Where did you hear about this position? (Please tick where appropriate)

Website (Please specify)		Word of mouth	
Other (Please specify)			

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