



**SUMMER INTERN
APPLICATION PACK
MAY 2025**

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Dear Applicant,

RE: Application To Become Summer Intern

Thank you for your interest in joining Manchester Pride.

Please find attached a detailed role description and person specification.

To apply for the role, you will need to read through this pack and submit a CV and a short covering letter.

The deadline for applications is **Tuesday 10th June 2025, 23:59**. Details of where to send your completed application form can be found in the section 'Application Process' on page 9.

If you have any questions, or wish to have an informal chat regarding the role, please get in touch via info@manchesterpride.com.

Yours Sincerely,

Isobel Stainsbury
Head of Operations



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An introduction to Manchester Pride

Manchester Pride is one of the leading LGBTQ+ charities in the UK. The charity is pioneering in its approach to LGBTQ+ inclusion and equality, spearheading the modern Pride movement. We are a local charity with an international reach.

Our vision is a world where LGBTQ+ people are free to live and love without prejudice and where our culture is universally celebrated.

We campaign for equality; challenge discrimination; create opportunities for engagement and participation; celebrate lesbian, gay, bisexual and transgender life; and fundraise to enrich the lives of and empower LGBTQ+ people 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 events and community-focused initiatives are at the heart of our organisational strategy, which incorporates the delivery of an internationally acclaimed and hyper-localised experience for our communities, befitting a city at the heart of the Northern Powerhouse.

As a grant-making charity, we raise money through our events and then distribute this to LGBTQ+ causes across the Manchester city region through our four grants programmes.

You can find out more about our events, initiatives and grant schemes on our website.



PURPOSE

Celebrate, promote the rights, equality, visibility and rich diverse culture of LGBTQ+ people in Greater Manchester.

VALUES

UNITY

Great things are achieved by working harmoniously to achieve our vision.

LIBERATION

Nobody's free until everybody's free.

JOY

Celebrating and taking unrivalled pleasure in the queer expression and rich, diverse culture



OUR GOALS

Create opportunities for LGBTQ+ people in Greater Manchester to engage with and shape the format of our annual celebrations.

Provide a platform which showcases and elevates the rich diverse spectrum of LGBTQ+ talent in Greater Manchester.

Support grassroots projects and initiatives that encourage the wellbeing of LGBTQ+ people in Greater Manchester.

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Job title: Summer Intern

Reports to: Head of Operations

Place of work: Manchester City Centre + Flexible Working

Salary: £12.60 an hour, National Living Wage

Contract type: Part time, Fixed Term: July-September 2025

The Opportunity

Manchester Pride is a world leading celebration of LGBTQ+ life and culture. We're best known for our programme of events taking place throughout August, most famously the Parade, the Gay Village Party, and now our new event, Mardi Gras.

Manchester Pride is a charity at the forefront of the global Pride movement working year round to support LGBTQ+ communities in Greater Manchester and beyond. We have a full-time staff team committed to creating a celebration worthy of Manchester's LGBTQ+ community.

We are looking for an organised, resourceful and confident individual to join the Manchester Pride team for an exciting period in the run up to our events in August.

This highly driven individual will be play an important part in organising our upcoming events and supporting the Manchester Pride team. This role provides the opportunity to gain experience in administration, logistics and event coordination, within a fast paced environment at a world-leading major festival event.



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Overview

- Pay: £12.60 an hour
- Start date: as soon as possible
- End date: Friday 29th September
- Minimum 21 hours per week
- Regular working hours between Mon-Fri 10am-6pm; must be available August Bank Holiday weekend (Fri 22nd-Mon 25th August 2025)
- Line Manager: Isobel Stainsbury (Head of Operations)
- Support from: Natasha Austen (Operations Coordinator)

Specific Responsibilities

- Manage enquiries and communications from customers via email and telephone whilst keeping track of the status of ongoing queries to ensure customer queries are successfully dealt with;
- Handling administrative requests and queries from multiple departments
- Organise and schedule appointments and meetings for the team & external contractors;
- Taking detailed meeting minutes;
- Write and distribute email correspondence;
- Answer and direct phone calls;
- Submit and reconcile expense reports;
- Act as point of contact for internal and external clients;
- Onsite support at Manchester Pride events

Additional Experience

Whilst undertaking administrative roles to support the Manchester Pride team, you will also gain experience in the following areas:

- Artist liaison
- VIP and Sponsor Event coordination
- Event material coordination
- Travel & accommodation logistics
- Onsite events experience & troubleshooting
- Speaker management
- Venue management
- Customer Communication Skills

To apply for this role please outline your suitability in a CV and cover letter and submit both to this link: <https://form.jotform.com/251393922416357>

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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.



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Application Process

Your completed application will be reviewed by the Operations team, who will then invite any suitable candidates to meet and discuss the role further in a formal interview.

Your application can be submitted via the [online portal](#). You may also submit your application by post FAO: Isobel Stainsbury, Manchester Pride Ltd, Manchester One, 53 Portland Street, Manchester, M1 3LD.

Applications should be received no later than Tuesday 10th June 2025, 23:59.

- Shortlisting will commence after the closing date with interviews expected to take place in mid June.

If you have any questions relating to the application process, please email info@manchesterpride.com.

