



DEPUTY CEO / DIRECTOR OF OPERATIONS

RECRUITMENT PACK 2023



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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 Director of Operations/Deputy CEO role.

The recruitment process includes three stages – the submission of your CV and covering letter outlining why you would like to join the charity and how you are the right person for this role; an initial relaxed interview; a further, formal interview for which you may be invited to prepare a presentation.

To kick things off, you will need to submit your application through the online portal, via email or by post. The deadline for applications is 20th March. Details of where to send your completed application form can be found in the notes.

If you have any questions about the process or would like an informal chat about the role, please do not hesitate to contact our Operations Director, Michael Lever at michael@manchesterpride.com stating the role title in the subject heading.

Best of luck with your application. We look forward to hearing from you!

Mark Fletcher
CEO

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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 focussed 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.

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Our Vision:

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

Our Mission:

To authentically celebrate and liberate LGBTQ+ communities in Greater Manchester and beyond so that we can all thrive.

Our Values:

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

Liberation: Nobody's free until everybody's free.

Joy: Celebrate and take unrivalled pleasure in queer expression and our rich, diverse culture.

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.
- Campaign for the advancement of LGBTQ+ equality & inclusion at home and abroad. Educate people of Greater Manchester and beyond to recognise, understand and challenge discrimination against LGBTQ+ people.
- Support grassroots projects and initiatives that encourage the wellbeing of LGBTQ+ people in Greater Manchester, in line with the priorities of our communities.

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Job Title:	Director of Operations / Deputy CEO
Reports To:	Chief Executive Officer
Place of Work:	Manchester City Centre
Salary:	c.£48,000 - £50,000 pa + Pension + Private Medical Cover + Benefits

Role Summary

An exciting opportunity has been created to join our passionate, dedicated team. The Director of Operations / Deputy CEO role is one of the most senior roles within the organisation. The role is responsible for overseeing the smooth running of the charity's operations, leading on the development and delivery of key strategies aligning with the overarching strategic priorities and plan.

This is an incredibly rewarding role which plays a key part in supporting the Modern Pride Movement in Greater Manchester and beyond.

Key Areas of Responsibility:

- **Operations:** Develop and take ownership of all aspects of the charity's operations policies and procedures. Establishing performance measures for all events and initiatives and reporting on these to the CEO and Board of Trustees.
- **Finance:** Overseeing the preparation of all budgets. Close financial monitoring and management of the Charity's financial strategies, policies and procedures. Supporting the Financial Controller and Senior Management Team in identifying and implementing efficiencies, ensuring projects run within agreed financial parameters.
- **HR & People Management:** Act as dedicated HR lead within the organisation, supporting colleagues to continually develop the best working atmosphere and culture for our people. Providing line management for direct reports including all aspects of appraisal and performance management.
- **Events:** Strategic oversight of the events strategy, providing the necessary support and coaching to the events team to ensure seamless contract operations management for all external providers & suppliers.
- **Governance, Compliance & Risk Management:** Overseeing the Charity's compliance with relevant legislation and The Charity Commission. Ensuring all legal and insurance aspects and contractual arrangements are in line with the organisation's requirements. Ensuring all necessary risk mitigation strategies are in place and regularly reviewed.

Other Responsibilities:

- As a critical friend to the CEO you will be a trusted advisor and deputy within the organisation.
- Deputising for the CEO in times of absence you will be the most senior Officer accountable directly to the Board of Trustees.

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- You will establish direct relationships with key stakeholders and delivery partners, acting as an ambassador for the charity.
- The responsibilities outlined above are indicative only and not exhaustive. You 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 and Benefits

This is a permanent appointment, subject to a satisfactory probationary period. .

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 four month probationary period which the post holder will have to successfully complete.

The perks and benefits that team members can expect to enjoy include:

- 6% employers contributory pension
- Perkbox membership inc. cyclescheme and techscheme
- Personal training budget allowance
- Monthly wellbeing activities
- Wellbeing buddy scheme
- Annual team fun day
- 2 volunteer days per year to support a cause of your choice

Person Specification

We're looking for an effective leader with demonstrable operational management experience. As a values driven individual, you should be able to clearly evidence outstanding, inclusive leadership capability.

You will bring a diverse set of experiences and a track record of successfully managing and delivering projects and initiatives with operating budgets of c. £2m+.

This role will suit those with a genuine commitment to sound governance, policies, processes and controls.

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

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Skill and Experience

Essential

- Experience operating at Director level in an operations role.
- Commercial awareness and a thorough understanding of the competitive funding environment in which we operate.
- Ability to prioritise goals and deliver against deadlines with a complex workload.
- Capacity to oversee the delivery of multiple projects simultaneously.
- Highly effective written and verbal communication, presentation and ambassadorial skills.
- Proficient using cloud based accounting software (e.g. Xero).
- Highly organised with a positive and proactive approach to work.
- Excellent reporting and analysis skills.
- A clear understanding of and passion for tackling the issues faced by LGBTQ+ people

Desirable

- Knowledge and experience of working within the live events sector.
- Knowledge and understanding of the third sector.
- Proficient using G-Suite or similar software.
- Full UK Driving licence.

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 change.

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Application Process

You will need to provide the following documentation to be eligible for the position:

1. A CV
2. A cover letter outlining why you want to work for Manchester Pride and how you are the right person for this role
3. A Completed Equal Monitoring Form (this will be detached and anonymised)

Your completed application will be reviewed by the recruitment panel who will then invite any suitable candidates to progress through the process.

Your completed application should be submitted via the [online portal](#); or by post FAO: Freddie Borgman, Manchester Pride Ltd, Manchester One, 53 Portland Street, Manchester, M1 3LD.

Applications should be received no later than the close of business on 20 March 2023. Interviews will be held in March and April 2023

If you would like to have an informal chat about this role please email michael@manchesterpride.com stating the role in the subject header.