



EVENTS MANAGER

RECRUITMENT PACK 2023



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 Events Manager 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 either via email or post. The deadline for applications is 6pm on Friday 12th May 2023. 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 Senior Events Manager, Cloe Gregson at cloe@manchesterpride.com, stating the role title in the subject heading.

Best of luck with your application.

Mark Fletcher
CEO

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.

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.



Job Title:	Events Manager
Reports To:	Senior Events Manager
Place of Work:	Manchester City Centre
Salary:	£30,000 - £33,500 plus pension & benefits

Job Purpose

Responsible for planning and delivery of the events portfolio.

Key Areas of Responsibility:

- Oversee the full event process from inception to reflection, ensuring Health & Safety procedures are met;
- Implement efficient systems and processes for the events portfolio and implement new technologies to improve event logistics and operations;
- Manage budgets and assist with weekly financial planning, reporting and forecasting and maintain a monthly up to date budget;
- Contingency planning and liaising with security, crowd management and medical contractors;
- Work closely with the Engagement and Marketing teams to oversee the delivery of event based sponsorship, promotional and engagement activity;
- Oversee the development, management and implementation of our accessibility policy;
- Prepare comprehensive proposals for new initiatives and events; event schedules and post event reports;
- Complete event safety plans and risk assessments;
- Plan, prepare and deliver multi agency planning group meetings;
- Manage relationships with key stakeholders;
- Plan, prepare and deliver stakeholder meetings;
- Effectively review stakeholder feedback to improve future events;
- Act as Green Champion and propose new Green initiatives and policies;
- Identify new fundraising opportunities;
- Assist with the preparation of monthly event management reports;
- Support the Events Assistant in their day to day roles and lead on their development plan.

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 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 are currently looking for a determined, flexible, confident and personable **Events Manager** who has a track record of delivering large scale events and managing teams of event professionals and external contractors. The role will suit a candidate who is a creative thinker, a problem solver and someone who can keep calm in high pressure situations.

We're looking for an experienced candidate who is passionate about events as the role is truly rewarding with the opportunity to deliver some of the most important and high profile events in the UK.

You'll be joining a dedicated events team who deliver a programme of events, large and small, all year round and pride ourselves on our World-class standard. The role is based at our City Centre office and will require some International travel.

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 4 years experience in a similar position;
- Proven track record of implementing successful processes to increase team efficiency;
- Managed a team of event professionals;
- Effective team worker who shows initiative and takes ownership of the role;
- Ensure all events meet legal requirements including appropriate insurance cover;
- Ability to work to strict deadlines, prioritising tasks and workloads;
- Keen eye for detail who can delivery a high standard of work;
- Capacity to work on multiple projects simultaneously
- Strong IT skills with experience of word processing, spreadsheets and presentations;
- Ability to organise and maintain filing systems and databases;
- Highly organised and strong attention to detail;
- Ability to problem solve;
- Excellent communication, negotiation and presentation skills, written and oral;
- Excellent time management skills;
- Financial acumen and ability to work within agreed budgets;
- Strong interpersonal skills to work with a diverse range of people;
- Self management skills and ability to work on own initiative as well as part of a team;
- Ability to manage sensitive information;
- Ability to use project management processes and systems; and
- Understanding of the core aims and objectives of Manchester Pride.

Desirable

- Full UK driving licence;
- Worked on large scale festivals or events; and
- Understanding of commercial partnerships and sponsor activations.

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.

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 6pm on Friday 12th May 2023. Interviews will be held in May 2023.