



Role Description: Manchester Pride Parade Entry Project Manager (Freelance Position, 16 days)

Salary: Competitive Salary

Reports To: Events Manager

Place of Work: Manchester City Centre

You must be available on the following dates to apply, Wednesday 26 August and Saturday 29 August 2020.

Overall Responsibilities: Responsible for the effective development, management and implementation of Manchester Pride's Parade Entry project.

Background:

Manchester Pride is the LGBTQ+ campaigning charity whose principal activities support LGBTQ+ people and allies in Greater Manchester, and beyond. Our work aims to challenge discrimination faced by LGBTQ+ people in all of its guises.

We stage a number of events throughout the year to raise funds for our causes, including one of our flagship events and Manchester's Annual LGBTQ+ celebration; the Manchester Pride Parade.

The Manchester Pride Parade started in 1985 and in 2016, Manchester Pride opened our entry to members of the Greater Manchester LGBTQ+ community to join by walking at the front of the Parade. A creative team hosted interactive workshops which helped develop a show stopping entry which led the Parade. Working with artists and choreographers we have developed themes such as 'The Circus of Acceptance' and 'Deep Space Pride: A Future World of Equality'.

The Manchester Pride Parade is the most highly visible and is the largest attended event of the Festival. An estimated 250,000 people line the streets of Manchester to join in and see the message and theme of the Parade and for 2020, organisations will join us in our 'March for Peace'.

During the summer of 1967, thousands of flower children streamed across America searching for peace during the Summer of Love. Many members of the LGBTQ+ community saw the developments of that time as guiding the way to greater liberation, however, over 50 years later our community - both globally and here at home in the UK - must continue its fight for equal rights.

We've achieved so much as a community, but there are many barriers to peace facing LGBTQ+ people in the UK today;

- Homophobic and transphobic hate crimes have more than doubled over the last five years.
- Half of LGBTQ+ young people face abuse from peers in school because of their identity.
- More than half of all black, Asian and minority ethnic LGBTQ+ people have reported experiencing discrimination or poor treatment within their local LGBTQ+ network because of their ethnicity.
- Almost half of trans people have attempted suicide at least once and 84% have thought about it.
- A quarter of homeless people identify as LGBTQ+, with 77% of these citing coming out to their parents as the reason for them being made homeless.

Manchester Pride's vision of peace is to live in a world where all LGBTQ+ people are free to live and love without prejudice. Our parade message is loud and clear this year: No one is free until we are all free, and no one gets left behind. This year, we are inviting you to join us in a March for Peace. We are calling on this community and its allies to come together, respect the labels, embrace our differences, and to recognise that everyone deserves the right to be who they are and live their lives in peace.

We are currently looking for a highly driven and experienced **Project Manager** who fully understands the nature of our work and wants to join a passionate team to shape and create our Manchester pride Parade Entry.

The successful candidate will have demonstrable experience in the end to end delivery of successful projects and initiatives and managing a team.

This is a new and exciting role which will see the management of the Manchester Pride Parade entry and workshops.

Specific Responsibilities

- Manage a team consisting of Creative Producer, Artist and Choreographer
- Inspire and support the creative team to develop a concept to propose to the Manchester Pride team, that supports the Parade theme
- Develop the projects plan and schedule, working closely with stakeholders
- Ensure that the project team follows the Parade Project timeline effectively
- Ensure efficient communication and pre workshop information with Parade participants
- Ensure smooth and efficient delivery of all workshops
- Responsible for submitting workshop reports to Manchester Pride
- Responsible for maintaining the project budget
- Responsible for management of all project logistics
- Responsible for liaising with all relevant contractors and suppliers
- Responsible for communicating and updating the Manchester Pride team
- Ensure that Manchester Pride Parade Entry is delivered to
- Responsible for delivering a debrief to the Manchester Pride team

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.

Skills, Experience and Qualifications

Essential

- A minimum of two years demonstrable experience in a similar role focused
- Demonstrable project management skills and the ability to meet deadlines and prioritise work
- Exceptional communication and interpersonal skills
- Excellent written communication skills
- Attention to detail and accuracy
- Highly organised with a positive and proactive approach to work
- Excellent reporting and presentation skills
- Excellent time management
- Proficient in IT
- Understanding of the core aims and objectives of Manchester Pride
- Flexibility and commitment

Desirable

- 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 changing priorities and make sure that customer needs and business objectives are met.

Interested candidates should apply by sending a full, current CV and a covering letter outlining why they are right for this position by email to Emma Dixon-Phillip at emma@manchesterpride.com for the attention of Cloe Gregson, Events Manager. Please also complete and attach the equal opportunities monitoring form which will be anonymised.