



Job Title: Volunteer Stalls Administrator
Organisation: Chichester Pride
Location: Chichester, West Sussex
Type: Volunteer Position (Part-time, flexible hours)

About Chichester Pride: Chichester Pride is a dynamic and inclusive community organisation committed to advancing diversity, equality, and inclusivity in Chichester and its surrounding areas. Our annual Pride events, and advocacy initiatives aim to create a more accepting and inclusive society for LGBTQ+ individuals and their allies.

Job Description: Chichester Pride is seeking a motivated and detail-oriented Volunteer Stalls Administrator to play a crucial role in the coordination and management of stalls and vendors at our events. This volunteer position is ideal for someone passionate about LGBTQ+ advocacy, community and local business engagement.

Key Responsibilities:

- Serve as the primary point of contact for stallholders and vendors interested in participating in Chichester Pride events.
- Collect stall applications, contracts, and fees, and maintain organised records of all vendor information.
- Coordinate stall placement, ensuring a well-organised layout for events.
- Communicate event-specific details, guidelines, and logistics to stallholders.
- Provide on-site support during events, assisting vendors with setup, inquiries, and addressing any issues that may arise.
- Reporting to and supporting our experienced Fundraising Officer/Sponsorship Manager
- Collaborate with the Events/Operations Manager and other team members to ensure a seamless experience for stallholders.
- Assist with post-event evaluations and feedback collection from vendors.

Qualifications:

- Enthusiasm for LGBTQ+ advocacy and a strong commitment to Chichester Pride's mission.
- Strong organisational and administrative skills.
- Excellent communication skills, both written and verbal.
- Detail-oriented with the ability to maintain accurate records.

- Ability to work independently and as part of a team.
- Flexibility to contribute time outside of regular business hours, including evenings and weekends, for events.
- Time commitment variable, not anticipated to exceed average of 5 hours per month, inclusive of occasional attendance at committee meetings, however, note increased hours commitment anticipated during Pride events/season.
- Previous experience in event planning or vendor coordination is a plus but not required.

How to Apply: If you are excited to join our team as a Stalls Administrator and be part of the movement to promote diversity, equality, and inclusivity in Chichester, please send your resume and a brief cover letter outlining your interest and relevant experience to Tara via hello@chichesterpride.co.uk. Applications will be accepted on a rolling basis until the position is filled.