



Job Title: Volunteer Events/Operations Manager (with Health and Safety Officer Duties)

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 dedicated and enthusiastic Volunteer Events/Operations Manager who will also take on the responsibilities of a Health and Safety Officer. In addition, knowledge of event licensing requirements is desirable for this role. This is a volunteer position, and we welcome individuals passionate about LGBTQ+ advocacy and events management, who are eager to contribute their skills to our mission. Chichester Pride welcomes applications from individuals of all backgrounds, including LGBTQ+ individuals and allies. Join us in making a positive impact and helping us build a more accepting and inclusive community!

Key Responsibilities:

Events/Operations Manager:

- Coordinate and manage all aspects of Chichester Pride events, including logistics, scheduling, contractor coordination and support.
- Oversee event setup, operation, and teardown to ensure smooth execution.
- Liaise with Local Authority, Police, Fire Service and other pertinent agencies.
- Work closely with the marketing team to publicise events effectively.
- Collaborate with sponsors and supporters to ensure successful events.

Health and Safety Officer:

- Develop and implement health and safety policies and procedures for Chichester Pride events.
- Conduct risk assessments and ensure compliance with safety regulations.
- Train and educate event staff and volunteers on safety protocols.
- Be prepared to respond to any safety incidents that may arise during events.

Licensing Requirements:

- Stay up-to-date with local and regional licensing requirements for events.
- Assist in the application and acquisition of necessary permits and licences for Chichester Pride events.
- Ensure compliance with all licensing regulations throughout event planning and execution.

Qualifications:

- Passion for LGBTQ+ advocacy and a strong commitment to Chichester Pride's mission.
- Experience in event management and operations, preferably for community or nonprofit events.
- Knowledge of health and safety regulations and the ability to act as a Health and Safety Officer.
- Familiarity with event licensing requirements, particularly for public gatherings and outdoor events.
- Excellent organisational and communication skills.
- 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 and planning.
- Time commitment variable, averaging 5 to 10 hours per month, inclusive of monthly committee meetings, increased commitment during Pride events/season.

How to Apply: If you are excited to join our team as Events/Operation Manager 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.