

TRANS PRIDE

Brighton & Hove

Deadline for applications: January 4th 2021

Interviews via Zoom: Friday 8th - Wednesday 13th

Freelance Contract terms: Start date 23rd January End date 23rd July 2021

Reports to: Trans Pride Brighton chair, Sarah Savage

Based: Currently work from home with a likelihood of return to limited in person meetings. All working is currently risk-assessed on an individual basis in relation to COVID-19 guidelines and personal access needs.

Terms: 6 months of 15 hours per week @ £10.75 per hour, plus 20 hours to account for final week at 35 hours

About the Role: Trans Pride Brighton has always been a community-led, grassroots event and the purpose of these roles is to codify our policies and procedures. The managers will create an 'instruction manual' for future events which will improve the sustainability and resilience of the charity. Funded by a grant from Comic Relief, this role will work with volunteer TPB committee members to organise and deliver the Trans Pride Brighton event 2021.

Please note we welcome applications from the trans, non-binary, intersex and gender-variant community. Further to this, we recognize that those from Black trans communities, and non-Black People of Colour are under-represented in our team, as well as those with disabilities. As a course of positive action in order to improve the community representation in our team, we actively encourage applications from these under-represented groups.

Accessibility: If you would prefer to submit your application in another way, or different format, please do get in touch. Likewise, if you require assistance and/or have any questions regarding the application process, please do not hesitate to contact us.

Main Duties:

Freelance Project Manager

1. Project manage the delivery of TPB 2021
2. Work with TPB chair to assess the impact COVID-19 will have on a public event attended by up to 10,000 people and develop strategies for the charity to deal with that
3. Work with TPB chair to write a COVID-19 mitigation plan to be able to change course from an in-person event to an online event if required

4. Work with volunteers to transfer existing planning documentation to project management software (Trello) and create new documentation where necessary
5. Meet monthly planning and execution deliverables as set out by six month countdown plan
6. Attend regular scheduled meetings with the chair of TPB

Person specification

Experience	Essential (E) or Desirable (D)	Assessed at application (A) or interview (I)
Experience working closely with minority groups with a community-centered approach	E	A, I
Experience of project management, ideally within a charity organisation.	E	A, I
Experience of attending Trans Pride Brighton	D	I
Knowledge		
An understanding of the inequalities and social issues TNBI people face, with particular consider of those who are Black, non-Black People of Colour, and/or those with disabilities.	E	A, I
An understanding of the wider LGBT community across East Sussex, and its operation within the community & voluntary sector	E	A, I
Working knowledge of project management software (Trello) and how it interacts with the Google suite of apps.	E	A, I
Skills		
Strong verbal and written communication skills,	E	A, I

including confidence in presenting content both in person and online		
Proactive and independent, able to work with minimal supervision, using your initiative to work towards completion of a defined series of tasks that contribute towards the Project Plan and overall strategy of TPB	E	A, I
Excellent networking and interpersonal skills, alongside the ability to develop and maintain progressive relationships with community members and various organisations	E	A, I

How to Apply:

Please send a CV (no more than 2 sides of A4) to Trans Pride Brighton chair, Sarah Savage, by 9am on Monday 4th January 2021 – applications received after this will not be considered. Please also include a covering letter (no more than 1 side of A4) in response to this job description explaining why you are suitable for this role. Finally, please use “Project Manager” in the subject line of the email.

If you would prefer to apply in another format, or require guidance or assistance in completing this application, please do get in touch with Sarah.

Email: sarah.savage@transpridebrighton.org

Phone: 07745052305

Please note if you have a role enquiry during this period please use subject title ‘ROLE ENQUIRY’ on your email and these will receive a response as soon as reasonably possible.