



Norwich Pride Volunteer Call Out

Deadline for applications: 17 November 2021

Head of Planning

Head of Planning is a very important role within Pride. You will be responsible for site management and site planning, along with make sure with are in compliance with licensing and other agreements that are in place. You will also lead a team of people to help with the smooth running of the day and all preparations for its logistics including the Pride March.

Responsible for:

- Attending meetings with partners to book and plan the event
- Being Gold Leader on day of Pride
- Helping to train volunteer stewards
- Organising a steward for the police control room on the day of Pride
- Organising a lead steward at key locations: The Forum, Chapelfield Gardens, Pride March
- Writing risk assessments and the Operational Plan
- Supporting volunteers in key roles in the Delivery Team
- Anything else needed for the successful running of Norwich Pride

Qualities & experience needed:

Considerable experience of volunteering for organisations or work in a similar field

Fantastic organisational skills

Computer-literate and able to use planning tools and software

Ability to support and inspire volunteers

Excellent timekeeping

Can work well under pressure

Ability to work well in a team

Resilient

Can delegate and ask for help

Commitment to working for LGBT+ equality

Volunteers in your team: Access Champion, Volunteers Officer, Wellbeing

Champion, Stalls Officer, Parade Organiser.

On the Day: Stewards, Lead Stewards, Access Supporters

Line management and support

- You'll be part of the Organising Team and line-managed, supported and guided by the Chair.
- You'll be liaising with all the other teams.
- You may be asked to deputise for other members of the team in order to assist the Management Group.
- The successful applicant will be supported with an induction process with a probationary period to include a 3 month and 6 month review of suitability and progress made.

All those interested in volunteering and working with Norwich Pride must agree and advocate the Values of Norwich Pride, which can be found [here](#).

Norwich Pride is a Charitable Incorporated Organisation, and all our activity complies with our charitable objectives, best practice and Charity Commission guidance. This includes our own policies and protocols of the organisation.

How to apply

The two forms you need to complete are the Volunteer Specific Role Application Form and our Diversity and Inclusivity Form.

The links for the two forms can be found on our Volunteers page:

www.norwichpride.org.uk/volunteer

**The Diversity and Inclusion Form is anonymous and is filed separate and will not affect your application.*

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If you require the application forms in a different format (e.g. large print Word document or would prefer speaking your application through over the phone or via an online meeting, please contact Joe using the email link below.

If you have any questions about this role and the application process, please contact Joe, our Chair.

Email: joe@norwichpride.org.uk

For more information about Norwich Pride, click [here](#).

We're passionate about creating an inclusive team that promotes and values diversity, which can help empower underrepresented voices. This passion runs through all of our work with equality of opportunity regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or Civil Partnerships.