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| Role Title: Events Project Manager | Name: TBC |
| Reports to: Deputy Director of Events | Type of Role: Volunteer / Unpaid |
| Location: London | Direct reports: TBC |

**About Pride in London**

Pride in London is wholly run by a group of volunteers who are passionate about equality and diversity. We are a not-for-profit organisation, and any surplus funds we raise are used to support the LGBTQ community and improve the event.

Together, we run the UK’s biggest, most diverse pride, and our job is to make sure we provide a platform for every part of London’s LGBT+ community (lesbian, gay, bisexual, trans\*, queer, questioning, intersex, non-binary, asexual, polysexual, genderqueer and gender variant people) to raise awareness of LGBT+ issues and campaign for the freedoms that will allow them to live their lives on a genuinely equal footing.

From Pride’s Got Talent, which helps to showcase the wonderful creativity across our community, to our annual Parade through the heart of the West End and the amazing two-week, city-wide Festival that precedes Pride weekend, everything we do is designed to give LGBTQ people a plaatform to be visible and speak loudly to the rest of the city about what we have achieved, how far we have come and what is still needed.

Pride in London includes people of every race and faith, whether disabled or able-bodied, and all sexualities and genders including lesbian, gay, bisexual, asexual, queer, questioning, intersex, trans\*, genderqueer, gender variant or non-binary as well as straight and cis allies.

Around 150 people volunteer year-round to help us deliver what has become a world-class Pride. We are already a pretty diverse bunch, but we are looking to add to our diversity and are especially keen to receive applications from the BAME, Trans, Bi, Non-binary and Queer communities. Gender equality is always a key consideration for us.

**Purpose of Role**

The purpose of this role is to design, and project manage an annual calendar special events which form part of Pride in London annual events portfolio and form part of The Diary\*.

This portfolio will include music, sport, comedy, talks and other special events. The role plays a key part in the team’s delivery of the Events Strategy.

\*The Diary is a new brand name to Pride in London and will launch in 2019.

**Role responsibilities**

* Managing and planning ticket revenue for each special vent.
* Production of business cases for each proposed event for approval by Directors
* Collaborate with Head of Talent & VIP on engagement and booking
* Adequately selecting artists for specific events ensuring a good balance of all-inclusive representation is attained at all events
* Working with the events communications team to ensure the website is updated in a timely manner
* Promotion of events to ensure they meet with forecasted revenue in each business case
* Preparation of regular business updates and reporting on progress to ensure directorate is kept informed
* Build and manage strong relationships with festival organisers, suppliers, contractors and other key individuals and groups.
* Build and manage relationships with senior stakeholders in Pride in London
* Manage expenditure budget, working to maximise commercial and fundraising opportunities
* Manage & ensure smooth running of all event on site operations - with accountability for all logistics plans, delivery of agreed onsite areas, health and safety, risk management and major incident planning and management
* Assign, train and manage a team (number of team members to be discussed at time of appointment)
* Line management of the Events Assistant providing direction, clear objectives and coaching to enable them to effectively support delivery of Special Events
* The role reports directly to the Deputy Director of Events, however the post holder will have to build a close working relationship with Heads of, and will be expected to share and discuss plans as well as take on constructive feedback to support special events development

**Person Specification**

**Essential**

* Clear understanding of the Pride in London Strategic Direction
* Substantial proven experience of managing large scale events projects and delivering strategic growth.
* Excellent event and project management skills and ability to manage multiple projects simultaneously.
* Proven experience of cross-team working to deliver successful projects, which contribute to organisational objectives.
* Endless enthusiasm, motivation and adaptability to frequently changing working environments, in the office and at event sites, leading a busy team.
* Ability to build, manage and develop relationships with a variety of stakeholders at all levels of an organization.
* Experience of managing and motivating volunteers, providing clear guidance and meaningful feedback on performance
* Experience of leading, managing and motivating a team.
* Excellent written and numerical skills with the ability to analyse complex budgets and data.
* Ability to communicate complex information in an accessible way.
* Excellent understanding of event law and best practice. Health & safety & risk management
* Ability to work varied hours, including frequent evening and weekend commitments.

**Desirable**

* Educated to degree standard or equivalent professional qualification.
* Project management qualification

**For more information about us**

<http://prideinlondon.org/>