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| Role title: Recruitment Manager (Volunteer Management Team) | |
| Reports to: Head of Recruitment | Type of role: Volunteer / Unpaid |
| Location: London | Direct reports: None |

**Your Pride In London**

Pride in London means many things to many people, it belongs to our community and it belongs to you; come and join the conversation!

Forty-six years since the first Pride march in London, Pride in London has a renewed sense of purpose to highlight the challenges still facing the LGBT+ community today despite progress. We are run by a group of volunteers who are passionate about equality and diversity and are drawn from all walks of life; together we pull off the UK’s biggest free LGBTQ+ community event every year. Pride aims to raise awareness of LGBTQ+ issues and campaign for the freedoms that will allow all of our community to live their lives on a genuinely equal footing.

Around 150 people volunteer year-round to help us deliver what has become a world-class Pride. We welcome applications from everybody, and are especially keen to attract new volunteers from the BAME, Trans, Bi, Non-binary and Queer communities who we would love to see more widely represented in our organisation.

**Your new team**

Pride in London is entirely run for an ever growing group of passionate volunteers and we need you to join us! Our organisation is home to around 150 year round volunteers with another 1000 supporting us on the day of Pride. The Volunteer Engagement team have the rewarding task of recruiting all these individuals right across the year. You’ll be part of a small, enthusiastic and fun team and experience all aspects of the recruitment process including attraction, events, assessment and selection and onboarding.

**Your new volunteer role**

You’ll be partnering with every team across our entire organisation and hundreds of candidates. This is a great way to hone your stakeholder management expertise and build your professional network.

Responsibilities:

* Drive recruitment to ensure provision of 1000+ stewards and fundraisers across the 2 week Pride festival - this requires engaging our comms, community engagement and marketing teams and being creative and strategic in how we find new, diverse audiences
* Work with other volunteering functions to track sign up levels
* Provide demographic information on volunteer team
* Response to candidate and stakeholder questions
* Support development of our new employer branding project and implementation of our new ATS system
* Support interviews on an ad hoc basis
* Attend meetings with Volunteer Management Team first and third Wednesdays of the month in Central London, with occasional representation at Ops team meetings on Saturday mornings

**Who you are**

We are looking for someone who loves working with people and is outcome focussed. Recruitment experience is desirable but not essential.

Person specification:

* Enthusiastic, outgoing leader- able to communicate well face to face, excellent stakeholder engagement
* Self-motivated and able to show initiative to meet the recruitment requirements of the organisation, bringing fresh ideas and working well with other teams - you will need to quickly navigate the organisation to engage with key stakeholders
* Understanding of Eventbrite, Survey Monkey or similar tools are ideal
* Working knowledge of Microsoft Word, Excel and google applications.

This is a role that requires long-term commitment. Time required will be approx. 7 hours per week which may increase in the months running up to Pride in London weekend. Recruitment events may be held on weekend days or weekday evenings - so the ability to attend and/or arrange a suitable team to sign up new volunteers is key.

**What you’ll get from Pride in London**

* A friendly and welcoming induction course and a variety of training that’s offered throughout the year
* Meaningful leadership experience
* An opportunity to get new and relevant professional experience
* A chance to broaden your professional network
* Play an important part in delivering the Pride in London event
* Social opportunities to meet the diverse and friendly bunch who volunteer for Pride in London

**For more information about us please visit:**

Please apply with a CV and covering letter to recruitment@prideinlondon.org, indicting the job role in the email subject line.