



Role Title: Community Engagement Team Administrator	Time Commitment:- 2-3 hours per week
Reports to: Director of Community Engagement	Type of Role: Volunteer
Location: London	Direct reports: Yes

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 LGBTQ+ 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

Within Community engagement, we have forged strong relationships with the numerous community organisations and individuals that make up the LGBTQ+ people of London. We are looking to build on this work, increasing our outreach and bringing attention to the issues impacting the LGBTQ+ community in London and around the world. As we have refocused our strategy, this is an exciting team to join our varied and multifaceted team.

Your new volunteer role

The team administrator will play a key role in the smooth running of the community engagement team. You will have the opportunity to review and improve current administrative systems, and act as the first port of call for the numerous community organisations we are working with.

Role responsibilities

- Provide administrative support to the Director & Deputy Director of Community Engagement
- Create and manage effective administrative systems and processes
- Support with the preparation of correspondence and documents

- Act as first point of contact for internal and external organisation stakeholders
- Represent the Community Engagement Team at external events
- Coordinate Community Engagement Events

Who you are

- Friendly self-starter with a 'can-do' attitude and the ability to work flexibly as part of a dynamic and fast-paced team.
- Some knowledge/experience of using word/PowerPoint/excel
- Good organisational and interpersonal skills

What you'll get about joining pride in London

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

For more information about us

To learn more about Pride in London - <http://prideinlondon.org/>