



Norwich Pride

Trustee Recruitment Pack

We are seeking PRIDE Trustees

Time commitment: Minimum attendance at 4 Board meetings per annum which normally take place at the weekend, plus an annual Trustee Away Day and post Pride wash-up meeting
Mandatory safeguarding induction
Additional meetings, events and representing Norwich Pride as necessary
Responding to emails and Trustees' WhatsApp group messages
Supervision of Organisation Team members
Being assigned a role on Pride Day

Role type: Voluntary. Expenses will be paid if necessary.

Location: Norwich

Closing date: **Monday 2nd March 2026 5pm.** We hope to shortlist applicants within a fortnight before sending an invitation to interview.

Norwich Pride is a Charitable Incorporated Organisation (CIO), charity number 1184491. We are a celebration from the LGBTQIA+ community for everyone. We have been turning Norwich into a day of protest and celebration since 2009. We have a committed and enthusiastic organisation team and a huge number of 'Pridemakers'. Every member of the organisation is a proud volunteer. We are determined to keep pride free and inclusive and to make the life for volunteers as fulfilling, safe, fun and focussed as possible.

We are looking for individuals to join our Trustee Board to assist us with the strategic direction of the charity going forward. The day to day running and organisation of Norwich Pride is conducted by the Organising Team (OT), who have their own Chair, Secretary, Head of Planning, Head of Entertainment, Head of Volunteers and Head of Sponsorship. As a Trustee you will be part of a governing body overseeing and supporting the OT in their work.

We're seeking applications to reflect our work with a diverse range of LGBTQIA+ people. We are committed to equity, diversity and inclusion, and welcome submissions from all members of the LGBTQIA+ community and allies, especially those with intersecting identities such as people of colour.

We would like to hear from you if...

You want to support our mission and become a Trustee, especially if you have a particular skillset in areas such as finance, planning, communication, access, education, or safeguarding. In 2026 we are particularly looking for someone to act as Treasurer and someone to lead on equity, diversity and inclusion.

Prior experience of being a Trustee for a charity is not required as you will be provided with support and mentoring to develop your understanding of what being a Trustee means. You will need to commit time, attend meetings and be interested in developing policy and representing the trustees at events. We're looking for fresh perspectives and new ideas to bring to the board.

Our commitment to you...

You'll be joining a small team of existing trustees, each with their own interests and expertise for you to learn from and engage with. We will all have an equal say in the development of Norwich Pride.

The selection process

Applications will be reviewed and shortlisted by current Pride Trustees. Shortlisted applicants will be invited to attend a semi-formal (online) interview with them (In March, date to be confirmed).

Eligibility...

The role of Trustee is overseen by The Charity Commission. In 2018, the Commission updated their guidelines on what might disqualify a person from becoming a Trustee. To find out more, click [here](#) to view the Government's guide for individuals. You can find our governing documents and annual reports on the Charity Commission website. Look for Norwich Pride at <https://register-of-charities.charitycommission.gov.uk/charity-search/>

The role of Trustee...

To help oversee and direct our strategic plans, helping us to meet our objectives and obligations. As a charity, we're passionate about our core values, which we'd hope you would be too. In summary these include:

- Pride being free and inclusive
- Looking after our volunteers
- Promoting the work of local organisations
- Becoming truly sustainable

Our purpose is to organise an inclusive and free Pride March and associated events on the last Saturday in July. It's our mission to live in a city where everyone feels safe and proud to be themselves. We want Norwich and Norfolk to be as safe and welcoming for LGBTQIA+ people as possible; to support and represent our community in the fight for equity during the whole year. The role of Trustee is integral to this mission, and the knowledge, experiences and insight you could bring can make a huge difference to lives of LGBTQIA+ people in Norfolk now.

I'm interested, what are the next steps?

If you think you have the time, passion and enthusiasm to join us on our journey, we'd love to hear from you. If you'd like an informal chat with one of the Co-chairs of Trustees about the role please email: **richard@norwichpride.org.uk** or **elizabeth@norwichpride.org.uk** who will answer any initial questions.

How to apply...

Once you have decided to submit an application to be a Trustee please email **richard@norwichpride.org.uk** with a cover letter (**max 2 sides A4**) outlining:

- Why you want to be a trustee of Norwich Pride
- What you would like to gain from this experience
- Your connection to the LGBTQIA+ Community
- What you feel you could bring to the post based on your experience and skills, with reference to the core requirements and person specification described in this pack

Please also provide:

- A copy of your CV (optional)
- The names and contact details of two referees

Please let us know if you have any access needs or require information in alternative formats e.g. large print, Easy Read or audio recordings

Norwich Pride's Core Values

Our Norwich Pride core values help guide us, particularly during tough times or when making difficult decisions. It's important that everyone involved with running Norwich Pride agrees to uphold these values:

- Free, inclusive, accessible.
- Promotes equity and intersectionality.
- Celebrates all kinds of diversity.
- Inspires creativity.
- Encourages other individuals and organisations to run their own events.
- Promotes local queer talent and businesses.
- Listens to the community and helps to develop it's confidence and agency.
- Represents the community in the local media. Educates and raises awareness of LGBTQIA+ issues and lives.
- Actively fights intolerance and prejudice of any kind. Is an active ally to other marginalised groups.
- Is ethical and sustainable.
- Looks after it's volunteers at all levels of the organisation.
- Is a humble, reflective organisation.
- Works proactively to ensure that everyone feels welcome at our events and within the organisation. Our aim is to include and celebrate absolutely everyone -especially those with protected characteristics as per the 2010 Equality Act.

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Norwich Pride's current Board of Trustees

Elizabeth Baldwin she/her (Co-chair of Trustees) comes to Norwich Pride with a background in HIV care and support, a Housing and Homelessness Officer and care for offenders with learning difficulties and challenging behaviour. She has a great interest in people, fostering good LGBTQIA+ community and empowerment, and is passionate about Norwich Pride.

Lisa McIntye she/her is an artist, author, and campaigner for disability rights. She is an active member of Norfolk DPAC (Disabled People Against Cuts). And an Equality Officer for Unite Community. She is also a trans woman, and lives in Norwich UK.

Abbie Mulcairn She/her background is in education and governance, out as a gay woman for over ten years currently lives with her partner in Norwich and works in engagement and fundraising for a local charity supporting victims and survivors of child sexual abuse. She been involved in campaigning and organising locally for queer and feminist rights for over a decade.

Richard Sawdon Smith he/him (Co-chair of Trustees) joined Norwich Pride as a Trustee in 2022, although the first Pride he ever attended was London in 1985. He is an artist who's issued based work looks to negate stigma that still sounds people living with HIV. He is also Professor of Fine Art and Photography at Norwich University of the Arts.

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Trustee of Norwich Pride

Role Description and Person Specification

To meet the following statutory duties:

- To give firm strategic direction to Norwich Pride, setting and reviewing policy.
- To support the members of the Organising Team and lead supervision.
- To hold members of the Organising Team to account where necessary and oversee complaints.
- To ensure that Pride complies with its governing document, charity law, and any other relevant legislation or regulations.
- To ensure that Pride pursues its objectives and sticks to its core values.
- To ensure Pride applies its resources exclusively in pursuance of its objects and is well managed financially.
- To safeguard the good name and values of Pride.
- To ensure the effective and efficient administration of Pride.
- To make Pride a sustainable charity and take steps to improve the wellbeing of its volunteers.

Other duties

In addition to the above statutory duties each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Norwich Pride – Ground rules

- Uphold our core values
- Do what you say you will and be accountable for what you do.
- If circumstances change and you can't do what you've said you will -tell someone.
- Behave in line with our core values when representing Norwich Pride.
- When in meetings speak one at a time and be curious about each other's thoughts and feelings.
- Respect one another's abilities and energy levels.
- Dream but be realistic and practical about what we can achieve.
- Be open and honest – if you have concerns, express them but try to be positive and solution focussed wherever possible.
- If you have concerns about another member of Norwich Pride, talk to the Chairperson or a Trustee who will make a plan to deal with the issue.
- Be mindful of your own privilege.
- Trust one another

- Respect confidentiality
- Work collectively and democratically. You may not agree with every decision we take but respect the decisions we take and commit.
- Avoid emails, texts and WhatsApp's that may cause distress -talk to one another about important issues.
- Be aware of all of our policies and follow them -most notably our safeguarding policy.

Application process:

Core requirements (based on Trustee ToR)

- **People and Leadership** – ability to create a positive, accepting culture; understanding and demonstration of PRIDE values; demonstrable experience of leading people and projects (at any level); decision making skills
- **Finance** – experience of or ability to understand and scrutinise financial information and manage assets
- **Planning** – experience of or ability to develop, deliver and monitor strategy and plans; demonstration of accountability/ability to meet deadlines
- **Risk** – experience of or ability to assess risk and implement measures to reduce risk (politically, economically, socially, technologically, legally and/or environmentally)
- **Marketing and Fundraising** – experience of or ability to gain direct fundraising or grant funding; demonstrable experience of campaigning; valuable and relevant networks and connections

Person specification

- Commitment to Pride and its work
- Willingness to devote the necessary time and effort
- Strategic vision
- Independent judgement
- Ability to think creatively
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Behaviour evident of Nolan's seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Commitment to continuing personal and professional development in the role

Thank you for your interest in becoming a Trustee of Norwich Pride