Norwich Pride Job Description - ADMINISTRATOR

About the role: This role reports to the Chair or Co-Chairs of Norwich Pride and is active throughout the year. The Administrator is part of the core Organising Team (OT).

The main tasks of the role include managing the main Norwich Pride inbox, creating agendas for the monthly meeting, taking & distributing notes/action points of the monthly meetings, updating policies with support from trustees or the OT and the undertaking of general administrative tasks necessary to support the smooth running of the Organising Team.

Time Commitment: The OT meet once a month for around 2 hours, usually on the Teams platform. The average time commitment is likely to be in the region of 2-4 hours a week, longest in any given week with an OT meeting and with an increase in commitment the closer we get to the main Pride event in July.

Requirements:

- Ability to record accurate notes/action points of meetings
- Good communication skills – listening, writing, and speaking
- Good timekeeping
- Can work well under pressure and to deadlines
- A full commitment to attending all meetings
- Good computing skills using a range of software/programmes/apps, especially Microsoft 365 and the TEAMS platform
- Ability to work well in a team
- Resilience
- Commitment to working for LGBTQIA+ equality

Responsibilities:

- Preparing and distributing agendas for meetings
- Taking action-based minutes at meetings
- Monitoring the info@norwichpride.org.uk mailbox and forwarding
- emails to relevant people, answering those you can
- Supporting the Head of Volunteer Management with the recruitment and deployment of our volunteers using the Volunteero platform (training will be given)
- Supporting the Chair to monitor and deliver the annual Norwich Pride Plan
- Working with Trustees to ensure policies are up to date
- Anything else needed for the successful running of Norwich Pride

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Line Management and Support Statement

- You'll be part of the Organising Team and be line-managed, supported and guided by the Chair/Co-Chairs of Norwich Pride.
- You will work alongside around 7 colleagues on the Organising Team and sometimes with colleagues on our Delivery teams and or Trustees.
- You may be asked to deputise for other members of the team in order to assist the work of the Organising Team.
- The successful applicant will be supported with an induction process with a probationary period of 3 months which will end with a review of suitability and progress made.

NB: All those interested in volunteering and working with Norwich Pride must agree and advocate the Core Values of Norwich Pride, which can be found on our application form.

Norwich Pride is a Charitable Incorporated Organisation (number 1184491). All our activity complies with our charitable objectives, best practice and Charity Commission guidance. This includes our own policies and protocols of the organisation.