



at the **heart** of our LGBT+ community

Sponsorship Manager.

Voluntary Position.

Responsible to: Coventry Pride Chair

Based: Coventry

Background

Coventry Pride is a two day LGBT+ festival based in Coventry, it attracted 15,000 visitors last year and is expected to do so again in 2019.

Coventry Pride will be having approximately 50-60 volunteers working from the 1st through to the 11th of June to successfully deliver the main Coventry Pride Event.

Coventry Pride also runs smaller events through the year usually with around 4 to 5 volunteers working at them.

In addition to this Coventry Pride has a pastoral services, Education and Outreach arm which runs several social groups, an LGBT+ refugee and asylum seeker group and several LGBT+ support groups.

Your role will be to research and apply for grants on behalf of Coventry Pride for specific aspects of and projects run by Coventry Pride.

General Job Description:

- To create and manage a Grants strategy.
- To liaise with grant-giving organisations.
- To seek grant opportunities.
- To liaise Coventry Pride Trustees and other Event Organisers as required.

Grants Manager.
Person Specification.

Attributes	Essential	Desirable	Assessed by
Education	GCSE grade C or equivalent English & Maths		CV
Experience	Experience of working or volunteering within a charity.	Experience of Coventry Pride events.	CV/Interview
	Experience of Grant raising within the charity sector.		
Skills	IT Literate (G-suite, Microsoft Office)		Interview/CV
	Good interpersonal skills		Interview
	Effective oral, telephone and communication skills		Interview
	Ability to work to deadlines		Interview
Personal	Commitment to, and understanding of, Equal Opportunities practice and diversity.	Commitment to social causes.	Interview
	Commitment to, and understanding of, the needs, concerns and roles of organisations run by and for LGBT+ communities.	Positive about the potential of volunteering and community action.	Interview.