



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

Head of Communications

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 manage and implement and produce the communications and publicity of Coventry Pride.

General Job Description:

- To manage the communications and publicity of Coventry Pride.
- Oversee and manage all of the charities social media channels.
- Manage the social media assistant and research assistant.
- Produce printed and digital publicity as required.
- Manage and updating of the Coventry Pride website.
- Take the lead on all publicity and communications.
- Produce and implement a yearly communications strategy

- Represent and lease with external organisations and the media as required.

Head of Communications
Person Specification.

Attributes	Essential	Desirable	Assessed by
Education	GCSE grade C or equivalent English & Maths		CV
Experience	Experience of working or volunteering in communications and publicity.		CV/Interview
Skills	IT Administration literate (G-suite, Microsoft Office)		Interview/CV
	Competent at using Adobe Cloud including, InDesign and Photoshop.	Knowledge and skills of using Adobe Premiere Pro	Interview/CV
	WordPress and website management .		Interview/CV
	Effective oral, telephone and communication skills		Interview
	Ability to work to deadlines		Interview/CV
Personal	Competent at using Adobe Cloud including, InDesign and Photoshop.		Interview/CV
	Commitment to, and understanding of, Equal Opportunities practice and diversity.	Commitment to social causes.	Interview/CV
	Commitment to, and understanding of, the needs,	Positive about the potential of	Interview.

	concerns and roles of organisations run by and for LGBT+ communities.	volunteering and community action.	
	Good interpersonal skills		Interview