



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

Research Assistant
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 is to undertake research and represent information to help Coventry Pride meet its aims ,objectives and undertake it's activities.

General Job Description:

- Research information as required to enable Coventry Pride to undertake it's activities.
- Produce written reports or represent findings as required.
- To manage and update all Coventry Prides social media channels.
- Produce digital publicity as required.
- Communicate and lease with external organisations as required to complete research. .
- Work with the Head of Communications , Social media team or any other team when required

- Undertake any other responsibilities as directed by the Chair of Coventry Pride.

Research Assistant
Person Specification.

Attributes	Essential	Desirable	Assessed by
Education	GCSE grade C or equivalent English & Maths		CV
Experience	Experience of working or volunteering in a research based role		CV/Interview
Skills	IT Administration literate (G-suite, Microsoft Office)		Interview/CV
	Effective oral, telephone and communication skills		Interview
	Ability to work to deadlines		Interview/CV
Personal	Commitment to, and understanding of, Equal Opportunities practice and diversity.	Commitment to social causes.	Interview/CV
	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.
	Good interpersonal skills.		Interview