**JOB DESCRIPTION**

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| **TITLE:** | Pride in Luton Programme Manager |
| **RESPONSIBLE TO:** | Board of Trustees |
| **HOURS:** | 30 hours per week (over 4-5 days\_) |
| **SALARY:** | £31,200 rising by 5% in year 2 if objectives met. |
| **FIXED TERM:** | 3-year fixed-term contract with potential to extend subject to funding |
| **ANNUAL LEAVE ENTITLEMENT:** | 20 Days + bank holidays (pro rata), plus 3 additional days between Christmas and New Year. |

**PURPOSE OF POST:**

To lead and manage a strategic and operational work programme focusing on the development and delivery of Pride in Luton with partners from across the council, VCFSE sector, external partners, and other statutory authorities such as Bedfordshire Police and the NHS.

Working for Pride in Luton and taking responsibility for ensuring the development and delivery of charities strategic approach to their associated programmes. They will manage the freelance seasonal workers, volunteers and when needed external contractors.

They will play a key role in developing and supporting the LGBTIQ+ community and enabling co-production to make sure Pride in Luton’s programme offer fits their evolving needs. They will work closely with partners such as The Culture Trust Luton and others to make the town a fairer more accepting place for LGBTIQ+ people.

They will manage the overall grant for the programme, and will be ultimately responsible for the monitoring, data gathering and complying with the terms and conditions of the grant and working with partners on the overarching evaluation. They will be called upon to represent Pride in Luton at local, regional and potentially national level events and meetings. They will also be responsible, along with the board for sustainability planning.

**ORGANISATION CHART:**

**PRINCIPAL RESPONSIBILITIES:**

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| **Manage and lead strategic and operational delivery of Pride in Luton**  Lead, design, implement and manage the strategic co-ordination, facilitation, promotion and delivery of Pride in Luton working with local and national partners, key anchor institutions  Supporting the Board of Trustees oversee and drive action plans, funding programmes and partnership development to help ensure delivery on agreed priorities and proactive responses to recommendations from the community.  Own the regular programme of activities (currently Trans+ admin support group, Proud Parent Network, Queer and Crafty and Sunday Socials) in conjunction with the seasonal workers. Work with the board of trustees and wider steering committee on the development of new programmes. | 50 |
| **Provide insight, evidence, data governance and evaluation of the programme.**  Prepare for submission, through the board of trustees and appropriate external partners relevant reports for the funder including evaluation, data gathering and financials. | 10 |
| **Event planning and delivery**  Own the development and delivery of key Pride in Luton events that occur during the year with the relevant sub-committees,  Evaluate and use iterative learning to continue to develop the programme of events.  Develop and lead volunteer recruitment, training and management for events throughout the year.  Responsibility for the budget, fundraising and financials of all events throughout the year.  Work with external partners, performers and contractors on delivery of high-quality events throughout the year. | 15 |
| **Partnerships, management**  Manage the relationship through the MOU with the Culture Trust Luton and feedback to the board regularly on progress.  Increase partnership working with other VCFSE sector and statutory bodies across Luton and the wider Bedfordshire area that will improve the lives of LGBTIQ+ people.  Management of 1-2-1 worker and seasonal workers and any additional resources that may come into the charity time to time. | 10 |
| **Financials and budgeting**  Manage the day-to-day financials of the charity, working in conjunction with the treasurer to provide monthly reports for the board of trustees.  Lead with support from the board of trustees on new grant applications to funders to enhance provision.  Lead with support from the board of trustees on the current relationships and new relationships with corporate supporters of Pride in Luton. | 15 |

**DIMENSIONS:**

**Supervisory Management:** Management of the 1-2-1 support worker and seasonal workers.

**Financial Resources:** Overall responsibility of budgets (circa £120k per annum)

**Physical Resources:** Laptop, mobile phone

**Working Environment:** Normal office environment and hybrid working arrangements, with at least 2 day a week in the Hat Factory Arts Centre

**CONTEXT:**

Pride in Luton formed as a charity in March 2023, following 18 months as a constituted group. Pride in Luton originally came out of conversations hosted by Luton Council’s Social Justice Unit on equity in the town as part of the development of the Fairness Strategy. It is the only LGBTIQ+ focused charity in Luton.

Pride in Luton currently provides 4 community support groups a month. These groups offer support, friendship and a sense of belonging to those in the LGBTIQ+ community. These groups are led by a seasonal freelance worker.

Pride in Luton also host a number of events throughout the year including the annual Pride in Luton festival each summer, which attracts around 7000 visitors. They also hold a Big Pride Picnic in September each year, activities for LGBTIQ+ History Month in February and mark other key dates in the LGBTIQ+ calendar.

The post holder will ensure the delivery of the whole Pride in Luton programme that is fundamental to the successful delivery for the community. The service has been designed to be flexible in addressing the changing agendas for community provision and need. The post-holder will work collaboratively with other partners from across Bedfordshire.

The post-holder will provide practical assistance and advice in corporately developing and implementing the charities approach to supporting the LGBTIQ+ community in Luton and beyond.

The post holder will be required to attend trustee and committee meetings and occasionally other meetings. This will require regular evening and occasional weekend working. The post holder must be available for the week of the annual Pride in Luton festival each year, including the day of the festival (planned for 14th June 2025)

Those from the LGBTIQ+ community and other minority communities are strongly encouraged to apply. The post holder must adhere to the objectives and core principles of Pride in Luton CIO. A copy of the constitution can be found on our website.

**Person Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

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Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

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| **Please make sure, when completing your application form, you give clear examples**  **of how you meet the essential and desirable criteria.** | | | | |
| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience** | In depth experience of working with communities at a local level, with demonstrable experience of co-production.  Demonstrable experience of outcome focussed multi agency work and project management.  **Demonstrable experience of translating strategic objectives into deliverable work programmes**    **Demonstrable experience of budget and financial management including of funding programmes run with partners.** | 1,2  1,2  1,2  1,2 | Demonstrable experience of working under tight deadlines with multiple stakeholders. | 1,2 |
| **Skills/Abilities** | Demonstrable experience of being able to think and work strategically and agile.  Able to analyse, interpret complex data, provide clear concise written reports and deliver presentations in a style appropriate to the audience.  Able to design, initiate and co-ordinate high end community development, engagement and empowerment programmes for communities.  Ability to manage budgets and deliver projects on time and to budget | 1,2  1,2,  1,2    1.2 | Ability to negotiate and achieve desired outcomes with multiple stakeholders and partners, without compromising the charities position. | 1,2 |
| **Equality Issues** | Demonstrable knowledge and experience of equalities issues – able to integrate policies into practice. | 1,2 |  |  |
| **Specialist Knowledge** | Demonstrable knowledge of current key policies and strategies in a community development context and clear understanding of the community development process.  **Demonstrable experience of writing and managing successful funding applications**  **Demonstrable experience of managing grant funding and ability to report outcomes and progress.** | 1,2  1,2,3  1,2 | A commitment to the continuous improvement of services and customer care. | 1, 2 |
| **Education and Training** | GCSE ‘C’ grade or equivalent in English and Maths.  Evidence of professional development. | 1,2,4 | A willingness to undertake training and continued professional development. | 1,2 |
| **Other Requirements** | Able to work evenings and weekends when necessary. Up to an average of 1 evening per week and 10 weekends per year.  Able to travel to other sites and to attend meetings throughout Bedfordshire.  Commitment to the charities core purposes and objects as set out in the constituion | 1,2  1,2  1,2 |  |  |

Those highlighted in bold are deemed critical essential criteria.

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification**

We will consider any reasonable adjustments under the terms of the Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Pride in Luton’s policies are reflected in all aspects of their work, in particular those relating to;

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (2018) & General Data Protection Regulation (2018)
4. GDPR Act (2021)