



# Volunteer Stalls Manager (September Event)

Bi Pride UK - Volunteer / Unpaid

**Ideal time commitment:** approx. 10 hours per month, increasing nearer to our annual flagship event in September 2019; flexible

**Responsible to:** Event Producer, Assistant Event Producer

**Remuneration:** This is a voluntary role, however all reasonable expenses incurred will be reimbursed.

**Location:** This is a remote role, but being London-based would be an advantage. You will need to be present at the venue on 7th September 2019.

## About Bi Pride UK:

Bi Pride UK's (<https://www.biprideuk.org>) mission is to create spaces where people who experience attraction beyond gender can be freely visible and celebrate themselves and their identities. We will continuously create a safe space for bi people in the UK. We will celebrate the vibrant and inspiring people we look up to. Educate, inform, and make lasting change.

Our flagship Bi Pride event, taking place on 7th September 2019 at Round Chapel in Hackney, aims to raise visibility and awareness of our community and celebrate attraction beyond gender.

## About the role:

The Volunteer Stalls Manager (September Event) will be part of the Production and Events team, supporting the Event Producer & Asst. Event Producer with recruiting, managing and liaising with Stallholders & Vendors. This role also involves taking part in our committee meetings (via conference call on the third Monday evening of every month), and also our Production and Events team meetings (fortnightly on Wednesday evenings).

The Volunteer Stalls Manager (September Event) will need to declare any current conflicts of interest.

## Main tasks and activities:

- Responsibility for a small team of assistants providing on the day running and support.
- Responsibility for providing information to stallholders both prior to the event and on the day, including communicating rules, timings, restrictions, and answering stallholders' questions
- Allocating stallholder spaces with support of Event Producer & Asst. Event Producer.

- Liaising with Event Producer & Asst. Event Producer for requirements for and from Stallholders.
- Assisting with set up of stalls on the day, where needed
- Supporting the Production and Events team, and the wider committee, as required.

**Volunteer specification:**

- Experience of project management, especially projects or events involving complex problems.
- Experience of administration and coordinating teams;
- Strong time management, organisational and administrative skills;
- Meticulous attention to detail;
- Ability to self-motivate when working remotely;
- Strong written and oral communication skills;
- Effective team-working skills and ability to motivate others;
- An understanding of the needs of bi people and communities in the UK and an interest and passion for tackling discrimination against and improving the visibility of people in the UK who experience attraction to more than one gender;
- Commitment to the aims and objectives of Bi Pride UK;

**What you'll get out of the role:**

- Stronger experience of managing events teams, particularly with regard to on-the-day event logistics;
- Experience of working with external stakeholders, particularly within an events and voluntary context;
- Stronger teamwork experience within a voluntary context;
- A better understanding of remote teamworking and self-motivation when working remotely;
- The opportunity to liaise and network with other activists, including those from other organisations in the GRSD (Gender, Romantic and Sexual Diversity) community;
- A better understanding of the bi community within the UK

**How to apply**

If you're interested and want to apply, please send your CV and a cover letter of no more than one A4 page to [volunteer@biprideuk.org](mailto:volunteer@biprideuk.org).

Bi Pride UK is aware of the barriers that can be faced in gaining traditional work experience, particularly for BAME, disabled and trans people. We will give weight to this and encourage people when applying to consider caring responsibilities, including parenthood, volunteering, and other non-paid experiences and responsibilities when making their application.