



ROLE DESCRIPTION

About Us

ParaPride has endeavoured to meet the needs of the LGBTQ+ and disabled communities through a variety of complementary activities. The global pandemic led us to shift much of our work to have a digital focus. We continued to shine a spotlight on the lives of these intersectional communities, as well as providing opportunities to raise awareness and promote broader consideration of the challenges that they face in their lives.

ParaPride's charitable objectives as follows:

- (a) Creating education and awareness around the need for greater visibility of the communities we serve within the wider LGBTQ+ and disabled communities;
- (b) Creating and promoting online and offline activities and events to foster understanding of the experience of being LGBTQ+ and disabled people and to bring the communities we serve together;
- (c) Working with other organisations to further educate and expose the wider public to the challenges faced by the communities we serve and opportunities that are presented when including them; and,
- (d) Commissioning or conducting research to substantiate the prioritisation of issues impacting the communities we serve.

ParaPride looks for a wide range of opportunities to achieve these objects, including producing inclusive digital events and working with venues and other social spaces to produce events. The COVID-19 global pandemic led to an increasing focus on digital activities, events and collaborations.

We also promote information, resources and awareness training for better consideration of the obstacles faced by these intersectional communities.



As a relatively new charity, we will be developing our approach over the next couple of years to further our charitable objects and to serve the LGBTQ+ and disabled communities in the most effective way.

The Role: Trustee

Note, in addition to the standard duties of all Trustees below, we are particularly looking for Trustees who can bring skills in any of the following areas:

- Finance (to serve in role of Treasurer and Chair Finance Subcommittee)
- Admin, Governance, Project Management (to serve in role of Secretary and PMO governance lead)
- Fundraising (to chair Fundraising Subcommittee)
- Marketing (inc. Digital Marketing)
- Technology

The duties of a trustee are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place

- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Time commitment

- Standard terms of Board Trustees are a period of three (3) years. Board members can usually be re-elected by the Board for a period of another three (3) years thereafter, if they want to continue on the Board, but would typically finish their roles on the Board after two (2) consecutive terms (unless the Board votes otherwise and the Trustee also wants to continue).
- It is the expectation of the ParaPride Board that Trustees will regularly attend Board meetings and/or send apologies with sufficient warning (no less than two days ahead of meeting)
- All Board members are still expected to contribute their input on topics discussed at each Board meeting
- All Board members are also expected to respond within two weeks to a request for review of information and comment by any other member of the Board
- If a Board member misses more than three (3) consecutive meetings, whether with apologies or otherwise, the Board will review whether it may be appropriate to ask that Board member to resign or take a leave of absence and whether to appoint a new Board member in their place

- If a Board member misses more than three (3) Board meetings within a twelve (12) month period, they will be expected to discuss this with the co-Chairs as to the reasons for their absence and whether it is appropriate that they continue as a Board member
- Board members also commit to deliver any agreed deliverables/tasks in the timelines agreed at the last Board meeting and/or to hand off this task to another Board member in sufficient time for completion if it becomes clear that they cannot manage the deliverable/task
- There is also an expectation that Board members will provide a notice period if they choose to step down from the Board – ideally covering the point up until the Board finds a replacement for them and/or for a minimum of three (3) months

Person specification

- A commitment to the organisation, its community, and its mission
- We envision that this would be someone from the community we represent and has a deep understanding of our community's lived experience;
- Trustees must bring strong representation and passionate allyship for the LGBTQIA+ and disabled communities
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship or willingness to learn and access these duties and responsibilities prior to joining the Board

In terms of skills that will support the organisation's mission, we would particularly prioritise candidates with past and/or present experience of:

- Charity fundraising
- Charity financial management
- Charity governance and administration
- Events management
- Training & development
- Consulting



- Digital and social marketing
- Other essential characteristics we would value in candidates include:
- A collaborative, open and constructive approach is essential to help create a positive working environment
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An ability to work effectively as a member of a team
- A commitment to ParaPride's core principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

ACCESSIBILITY STATEMENT

At ParaPride, we are committed to ensuring that all of our engagements are as accessible and as inclusive as possible. These include applying for and interviewing for roles. Whilst we understand that we can never be fully accessible as everybody's needs are different, we strive to be proactive with thinking about accessibility requirements.

When applying for a role at ParaPride, if you would like to get in touch to talk about any access requirements, please contact us using the details below and we will arrange a date and time to have a conversation with you.

We offer several diverse ways of applying for a role. These include:

- Sending an email
- Recording an audio or video
- Having a face-to-face conversation (on a digital platform)



CONTACT US

If you are interested in applying for this role, please email your CV and covering note to:
board@parapride.org

#disability #lgbtqia #inclusion #access #safespaces #empowerment #pride
#mentalhealth #wellness #charity #board #trustee #intersectionality #intersectional
#finance #marketing #projectmanagement #technology #fundraising #partnerships