



# Recruitment Pack







## About us

Founded in 2020 by members of the LGBTQIA+ community, we exist to support, represent, and celebrate LGBTQIA+ individuals living & working in Crawley.

As Crawley's LGBTQIA+ hub, we proudly engage with local community members, offering support and connection. Through outreach campaigns, informative workshops, and educational talks, we raise awareness of the challenges faced by the local LGBTQIA+ community.

We strive to elevate Crawley as a safe and welcoming place for LGBTQIA+ people. We maintain a visible presence through branded activities and operate an email service that signposts individuals to professional help when needed.

Our organization fosters an inclusive community by hosting social groups and events in safe spaces that encourage peer support, friendships, and a sense of belonging. Our flagship event, Crawley Pride, is an annual celebration open to all, featuring live performances, a fun fair, community stalls, food vendors, and safe spaces for various groups and workshops.

Over the next three years, we aim to establish strong relationships with other local trailblazers and grassroots organizations to expand our platform and reach. We believe by building a strong network of individuals and community leaders, we can create a more inclusive and supportive environment for all LGBTQIA+ individuals in Crawley, and be an active voice for the community in spaces where the LGBTQIA+ is silent or missing.



# Company Manager

- **Location:** Crawley (office & community based with possibility of remote working)
- **Reports To:** Directors
- **Job Type:** Part-time (32 hours per week)
- **Salary:** £33,280 (starting rate)

The General Manager will oversee the day-to-day operations of our organisation, ensuring the smooth running of all Crawley LGBT activities, financial management and strategic growth. This individual will manage a variety of tasks including administrative duties, scheduling, team and volunteer training and support, partnership development and income generation. The General Manager will also be responsible for maintaining relationships with stakeholders and supporting the team to deliver impactful LGBTQIA+ community services and events.

## Key Responsibilities:

### Operations & Financial Management

- Oversee and manage all aspects of the organisation's operations, ensuring alignment with its mission to support and advocate for the LGBTQIA+ community.
- Monitor and manage the organisation's finances, including budgeting, financial reporting, and ensuring effective use of resources.
- Develop and manage a sustainable programme of income generation through fundraising, grants, and other activities that support the organisation's work.

### Team & Volunteer Support

- Train and support all team members and volunteers in their roles, providing guidance and leadership to ensure successful delivery of events and projects.
- Provide support and coordinate volunteer activities, including allocating volunteers to roles or activities.
- Lead regular wash-up meetings to discuss performance, identify areas for improvement, and foster a positive, inclusive working environment.

### Process Development & Organisational Growth

- Develop, implement, and regularly review organisational processes, systems and policies to ensure efficiency, compliance and best practices. o Explore and develop new services, activities and events that meet the needs of the LGBTQIA+ community, supporting the team in their delivery.
- Lead and maintain existing community partnerships and actively pursue opportunities to grow new partnerships.



### Reporting & Evaluation

- Report to the Directors at monthly Directors' meetings, providing updates on operations, finances, and progress towards key goals.
- Maintain records of all meetings held, decisions made, and
- learning/development initiatives created by the General Manager.

### Consultancy & Stakeholder Management

- Oversee and work with external consultants, ensuring alignment with organisational goals and objectives.
- Build and maintain strong relationships with key stakeholders, including partners, donors, and the local community.

### **Qualifications & Skills:**

- Proven experience in general management, operations, or a related field, ideally within the charity or non-profit sector.
- Strong leadership and team management skills, with experience supporting diverse and inclusive teams.
- Excellent financial management skills, with experience overseeing financial budgets and reports.
- Excellent organisational and project management skills.
- Strong communication skills, both written and verbal.
- Ability to build/maintain relationships with stakeholders and partners.
- Proficiency in using office software and management tools.

### **Desirable:**

- Knowledge of issues affecting the LGBTQIA+ community.
- Experience with venue management and event coordination.
- Experience of working in the voluntary sector and/or with volunteers.
- Experience in event planning, community outreach and fundraising.
- Familiarity with developing and implementing organisational policies and systems.



# How To Apply

Please send your CV and a cover letter detailing your experience and suitability for the role to [pride@crowleylgbt.com](mailto:pride@crowleylgbt.com) by Sunday 23rd March 2025.

Video submissions will be accepted. Please send to [pride@crowleylgbt.com](mailto:pride@crowleylgbt.com)

Our two stage interview process will be arranged for week commencing 24th March 2025

Both roles are an exciting opportunity for a dedicated individual to make a meaningful impact within the LGBTQIA+ community. If you are passionate about community support and want to play a key role in empowering individuals and organisations within Crawley's LGBTQIA+ community, we would love to hear from you!

Good luck !

