

## About ParaPride

ParaPride is an empowerment charity that advocates for the visibility, education and awareness of LGBTQ+ disabled people. We are a non-profit grassroots organisation focusing on the intersection of disability and LGBTQ+. We're entirely run by volunteers and our lived experiences stand at the core of our charity values.

We endeavour to meet the needs of the LGBTQ+ and disabled communities through a variety of complementary activities including:

- Creating education and awareness around the need for greater visibility of the communities we serve within the wider LGBTQ+ and disabled communities;
- 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;
- 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,
- Commissioning or conducting research to substantiate the prioritisation of issues impacting the communities we serve.

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.

## About the role

After several years of relying on the efforts from our Co-Founders, Trustees and temporary volunteers we are looking to take the next step in our growth journey through the placement of our first volunteer recruiter.

This role will work closely with Daniele, ParaPride's Co-founder and Community Engagement Director and the Board of Trustees to identify the skills and capacity required to run the organisation and sourcing candidates to meet them. It will also play a crucial role in developing Parapride's volunteer benefits package and talent acquisition strategy.

We are expecting that the roles that this role will be involved in hiring will initially be focused on supporting ParaPride's core operations (marketing, events and web development) but could include placements in finance, legal, compliance and HR in the future.

## **Duties**

- Collaborate with ParaPride's Co-founder and Board of Trustees to identify and prioritise required skills to run the organisation effectively.
- Develop a strategy for acquiring talent that is inclusive and accessible such that our LGBTQ+ disabled community are given full opportunity to be able to be involved. Provide feedback on practices and policies to support this.
- Develop and review role descriptions for required roles and advertise across appropriate channels.
- Screen and shortlist candidates as appropriate, coordinate interview loops and manage candidate communications.
- Carry out pre-volunteering checks, including references and Disclosure and Barring Service (DBS) checks where appropriate.
- Support volunteer onboarding by coordination the execution of volunteer agreements and creating onboarding plans.
- In partnership with marketing team members, develop content to share across web and social channels to promote benefits and opportunities for potential candidates to get involved.
- Support in the development of a benefits package to support in the acquisition of volunteers (non-salaried).

We will also welcome any additional suggestions for how you might wish to apply your skills to support ParaPride in its mission.

## **The impact you will have**

We expect that hiring this role will be a critical step in ParaPride's development as being able to engage with people willing and able to support our cause is the only way for us to be able to grow our operations to provide better support for more LGBTQ+ disabled people and deliver more training and workshops to enable others to be become better allies.

## **About you**

We are looking for someone with 3+ years experience in recruitment (any field) . We also encourage students and graduates who can demonstrate strong alignment with our mission, vision and values.

We are dedicated to ensuring that this role is a productive professional development experience for the incumbent and welcome suggestions from potential candidates on how we might support their specific goals.

We strongly welcome candidates that have lived experiences of being disabled and/or LGBTQ+, although this not an explicit requirement

**Level of commitment**

We are a growing charity and while it is our goal to provide financial compensation for this role in the future, we are unable to initially. In full transparency, this is only an indication of our ambition and will be dependent on a lot of factors linked to appropriate funding. Please do not apply at this time if this is a primary motivator for you, we hope to have more suitable roles for you in time to come.

We are dedicated to being fully respectful of your time, but expect a minimum contribution of 8 hours per month on average (varying according to demand), remote, completely flexible and at time convenient to you.

**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)