

Charity Support Officer

Terms and Conditions

£10,000 per annum (£25,000 FTE)

14 hours per week (35 FTE) We are a flexible working organisation

Fixed term contract until December 2026

Remote working role but we have an office in Cardiff city centre.

Job description

Pride Cymru is a registered charity made up of a large core group of volunteers with a small team of p/t members of staff. We work all year round to challenge homophobia, biphobia, transphobia and to promote equality and inclusivity for all. We are most known for our annual Pride festival but we also run a number of exciting projects throughout the year in areas relating to sport, sexual health and LGBTQ+ history.

We are looking for a Charity Support Officer to support the team in their roles, help deliver various aspects of the charity's work and develop new funding opportunities.

Main responsibilities include:

- Finding and applying for funding opportunities to support the development of the charity. Improve income generation opportunities.
- Organising events, training and meetings.
- Building relationships with community groups and providing customer service to members of the public.
- General support to the charity manager, event senior management team and trustees.

Essential:

- Good IT skills
- Well organised
- Excellent communication skills - written & verbal
- Project management and/or Customer Service Experience
- Well-motivated and able to work alone or as part of a team
- Committed to promoting equality and inclusion

We are particularly keen to recruit individuals to improve the range of representation on our team, to help us drive forward the vision of Pride Cymru over the coming years. We welcome all applications but would particularly like to hear from underrepresented groups such as members of the QTIBPOC community, trans and non-binary people. Allies are welcome to apply as well as those within the LGBTQ+ community itself.

If you think this sounds like the role for you please send us your CV and tell us what makes you the person for the role.

PERSON SPECIFICATION

PERSON SPECIFICATION Post of: Admin & Training Officer		
CRITERIA	E or D*	S or I**
KNOWLEDGE Knowledge of the LGBT communities in Wales and current community concerns	E	S/I
Knowledge of Microsoft Word, Excel, PowerPoint, databases and electronic diary management	E	S/I
SKILLS Able to prioritise and carry out tasks independently. Shows initiative and takes personal responsibility for completing tasks. Excellent people skills including ability to work well in coalition with various types of organisations Able to communicate with others clearly and courteously orally and in writing. Adopts a positive attitude - willing to assist others even when busy. Able to write clearly, with correct grammar and punctuation. Able to speak, read and write Welsh fluently Able to work under pressure on occasions, to achieve deadlines.	E E E E E E D E	I I S/I I I S I S/I
EXPERIENCE Previous experience of working for a charity. Previous experience of administration	D E	S/I S/I

	D	
QUALIFICATIONS GCSE English or equivalent	E	S
CIRCUMSTANCES This post is home working based with the option of working in the Cardiff city centre based office. Flexible working hours are available for this post. There is an occasional requirement for evening/ weekend work in this job when needed.		
*E = essential criteria D = desirable criteria **S = short listing criteria I = interview criteria		

Apply with CV and covering letter to Cath@pridecymru.com

We anticipate virtual interviews will take place in December.