



Role Description & Person Specification

CHAIRPERSON.

Happy Valley Pride is an eclectic, alternative and inclusive week-long arts festival and Pride event for everyone.

We celebrate LGBTQ+ life in Hebden Bridge and surrounding areas. Promoting equality and diversity to eradicate discrimination, based on sexual orientation and gender identity, through education and engagement.

The Chairperson has a strategic role to play in representing the vision and purpose of the organisation. The Chairperson ensures that the Board of Directors functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Ensure the management committee functions properly

- To plan and run meetings in accordance to the governing document.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the board.
- To review governance and performance.
- To plan for recruitment and renewal of the Board of Directors.

Ensure the organisation is managed effectively

- To liaise with the Artistic Director, as appropriate, to keep an overview of the organisation and vision.
- To oversee the committee to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required, with assistance from the Vice Chair.
- To facilitate change and address conflict within the organisation and actively keeping up-to-date with them.

Provide support and supervision to staff

- To directly line manage the Artistic Director.
- To sit on appointment and final appeal grievance panels, as appropriate.

Represent the organisation

- To communicate effectively the vision and purpose of the organisation.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.

Qualities and Skills Required

- Good leadership skills.
- Upholding the Equality and Diversity policy.



- Knowledge & understanding of the LGBTQ+ community
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a Board of Directors.
- Experience of organisational and people management.
- Senior management experience running a queer arts organisation (desirable).

Time Commitment: The role of Chair requires an estimated commitment of 4 hours/month, with more time potentially needed around the festival.

How to apply:

To apply for this position please send a CV, together with a covering letter outlining your suitability for the role and your vision for Happy Valley Pride over the next three years, to info@happyvalleypride.com

For queries please contact Darren Spruce, Company Secretary at Darren@happyvalleypride.com

Closing Date for applications: Friday 9th October at 5pm.