

## **POSITIVE IMAGES FESTIVAL**

### **LIST OF EXECUTIVE POSTS with Brief Job Descriptions**

#### **POSITIVE IMAGES FESTIVAL MANAGEMENT COMMITTEE**

##### **Existing Posts**

##### **Chair**

Leads Festival, Represents the Festival with all community, voluntary and statutory organisations

Overall lead on Festival Finance with Festival Treasurer, Programme Planning and Project Liaison.

Leads on Funding

Bank Account Signatory

##### **Vice Chair**

Substitutes for Chair at meetings representing the Festival

Supports Planning meetings and project liaison

Support Chair on Funding

Runs Festival Facebook

##### **Secretary**

Support Chair and Vice Chair and leads on community forums and general direction of the Festival

Deals with all correspondence and leads on responses to surveys

Leads on Festival volunteers and identify volunteering opportunities

Bank Account signatory

##### **Treasurer**

Support Chair with day to day finance.

Oversees Festival accounts

Bank account signatory

Leads on Festival Website

### **Publicity Officer**

Promotes the Festival with online and social media

Leads on contacts with press, media and social media

Leads on interviews with media

Supports the Chair and Vice Chair with funding opportunities

### **Community Liaison Officer**

Act for the Festival at community forums supporting the Secretary

First contact with communities and minority community organisations.

Supports project development

### **Environmental Officer**

Leads on all aspects of environment and carbon footprint reduction

Represents Festival at all environmental forums

Supports Chair with Festival Environmental Projects

### **Income Generation Officer**

Supports Chair with identifying funding opportunities

Leads on identifying income generation opportunities

Represents Festival at Funding Roadshows and with general funding meetings

### **Newsletter Officer**

Support Festival Secretary to produce a monthly Festival Newsletter

Identifies opportunities for articles and information for the Festival

Has expertise in publications and printing

### **NEW POSTS**

#### **Volunteer Support Officer**

Supports Festival Secretary managing Volunteer Applications and Interviews

Promotes the Festival to Volunteer Agencies and liaises with volunteer agencies

Reviews and updates Volunteer Job Descriptions

### **Festival Communications Officer**

Supports the Publicity Officer in managing media opportunities

Contacts the Media for interviews and promotions

Co-ordinates Festival communications and liaises with leads on Website and Social Media

### **Social Media Liaison Officer**

Leads on Social Media for Festival

Maximises social media opportunities for the Festival

Liaises with Festival Publicity Officer, Communications Officer and with Festival leads on Social Media

### **Project Management Officer**

Working with Chair and Vice Chair identifies new Projects for the Festival

Liaises with the Chair, Vice Chair and Funding Support Officer to monitor the management of Festival projects

Support Festival Officer with management of individual projects

### **Funding Support Officer**

Supports the Treasurer with funding Issues

Support the Income Generation Officer with funding opportunities

Develops new sources of funding e.g. festival goods, crowdfunding and other income sources

### **Health and Safety Officer**

Support the Chair and Vice Chair with Health and Safety Issues including developing Risk Assessments

Develops the Festival Health and Safety Procedures

Manages Festival Risk Assessments

Develops a Festival Risk Assessment Policy for new and emerging risks

**Community Liaison Support Officer**

Supports the Community Liaison Officer at forums and roadshows

Attends Community Meetings and forums for the Festival

Identifies new community and community Issues and brings them to the attention of the Community Liaison Officer

**Training Officer**

Support the Festival Secretary and Volunteer Support Officer to identify training needs and develops training programmes for Executive Committee Members

Develops Training Programmes for Festival Volunteers