

Stroud Pride Committee

“Pastoral / Steering Officer”

Job description & Key responsibilities

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STROUD
PRIDE

Job Title:

Pastoral / Steering Officer

Role Type:

Volunteer / Part-Time / Full-Time / Full committee member

About Stroud Pride Committee:

Stroud Pride Committee is a group of friendly, creative, and enthusiastic volunteers from the local LGBTQ+ community. Our mission is to celebrate Stroud's acceptance of its LGBTQ+ community through events like the Stroud Pride Picnic and to work towards a more inclusive and supportive society.

Job Description:

The Pastoral / Steering Officer will provide vital oversight for the Stroud Pride Committee. This role is designed for a compassionate, proactive, and organised individual who can handle disputes, issues, and complaints independently, thereby allowing the leadership to focus on running the organisation effectively.

Key Responsibilities:

Dispute Resolution:

- Handle disputes, issues, complaints, and clashes among committee members and other stakeholders.
- Listen to all complaints and consider arguments from concerned parties.
- Check the appropriate job roles, expectations, and scope to determine the basis for the complaint.
- Make decisions based on a common sense interpretation of the Stroud Pride constitution and job role descriptions.
- Report back to the committee Chair / Leadership team as appropriate with findings and resolutions.

Independence of the Role:

- The Pastoral / Steering Officer will act independently and will not be required to report to or check the outcomes of their investigations with any other committee members, including the Chair, before reporting them back to the committee or relevant parties. All decisions must be based purely on a common-sense personal interpretation of the Stroud Pride constitution and committee job role descriptions. This is to maintain impartiality and ensure fair resolution of disputes.

Limits and scope of the role:

- The Pastoral / Steering Officer is not a qualified therapist and will not provide therapy or counselling beyond the scope of resolving disputes related to Stroud Pride.
- The role strictly involves handling disputes, issues, and complaints within the context of Stroud Pride activities and committee interactions.
- The officer will not address personal problems or issues unrelated to Stroud Pride, including, but not limited to personal trauma, to ensure the protection and well-being of the individual in this role.

Steering and Strategy:

- Assist the leadership with the strategic planning process for the committee's activities and events, including the annual Stroud Pride Picnic.
- Coordinate and collaborate with committee members to ensure alignment with the organisation's vision, goals and mission statement.
- Monitor and evaluate the effectiveness of the Stroud Pride Constitution and related job and roles and associated descriptions and make recommendations for improvements / amendments.
- Represent Stroud Pride Committee at events, meetings, and forums.

Qualifications:

- Strong understanding and empathy for LGBTQ+ issues and experiences.
- Excellent interpersonal and communication skills.
- Organizational skills with attention to detail.
- Ability to work independently and impartially.