



Role Title: ELT Loggist	Name:
Reports to: ELT Manager	Type of Role: Volunteer / Unpaid
Location: London	Direct reports: No

Purpose of Role

You will be supporting the Event Liaison Team (ELT) by ensuring that an accurate record of key decisions is maintained. Our event and incident control room is a busy location and it is essential that we capture information correctly so that it can be reviewed during and after the event. Decisions and information needs to be recorded accurately and concisely using one of our digital or manual logging systems.

Role responsibilities

Your responsibilities will be:

Recording decisions and instructions given and received on the radio network

Using a computer to maintain records

Maintaining paper records in the event of systems failures

Working with the Radio Communications Operator to keep a record of incidents and actions taken

Person Specification

Some Experience in hospitality or events would be advantageous

A real passion for live events

Excellent organisation and communication skills

Enthusiastic attitude and a can-do approach

Exceptional people skills

The ability to word process at a reasonable speed

Experience of radio communication is desirable but not essential

You need to have good interpersonal, diplomacy, communication and teamwork skills although full training can be given for any necessary technical requirements. We keep the beneficiary at the heart of what we do, working to understand their needs and the difference we make.

What we offer

The chance to work with a variety of different people from different walks of life and make a real difference to their lives

Comprehensive training so you can represent Pride in London with confidence

A great opportunity to develop your existing skills and to gain new ones, with the potential to advance into a Radio Operator role

The company of a warm and friendly team of like-minded people

For more information about us

<http://prideinlondon.org/>