



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

Purpose of Role

The Event Liaison Team and its volunteers provide the radio communications network that supports all areas of the Pride in London event.

Our Radio Operators are the voice of the Event Liaison Team. Working under the guidance of the ELT Manager, the Operator ensures that all volunteers are kept up to date with information and instructions throughout the event or through any incidents which may occur. Operators also ensure that volunteers are looked after by providing a critical link between those out in the field and the Pride in London Silver.

You will be supported by a loggist, whose role is to ensure 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. You may be expected to undertake some logging responsibilities during busy periods.

Role responsibilities

Your responsibilities will be:

Talking on the radio, sending and receiving clear, concise and correct information

Following the pre-defined event management plans to ensure that actions are implemented

Relaying key information and decisions to your Loggist and the ELT Manager

Carrying out the role of loggist & operator simultaneously during some busier periods

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

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 Supervisor role

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

For more information about us

<http://prideinlondon.org/>