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| Role Title: Traffic Manager | Date: January 2019 |
| Reports to: Head of Brand | Type of Role: Volunteer |
| Location: London | Direct reports: No |

**You’re Pride In London**

Pride in London means many things to many people, it belongs to our community and it belongs to you; come and join the conversation!

Forty-six years since the first Pride march in London, Pride in London has a renewed sense of purpose to highlight the challenges still facing the LGBT+ community today despite progress. We are run by a group of volunteers who are passionate about equality and diversity and are drawn from all walks of life; together we pull off the UK’s biggest free LGBTQ+ community event every year. Pride aims to raise awareness of LGBTQ+ issues and campaign for the freedoms that will allow all of our community to live their lives on a genuinely equal footing.

Around 150 people volunteer year-round to help us deliver what has become a world-class Pride. We welcome applications from everybody, and are especially keen to attract new volunteers from the BAME, Trans, Bi, Non-binary and Queer communities who we would love to see more widely represented in our organisation.

**Your new team**

Pride in London’s marketing team is formed of a group of passionate individuals who give up their time to promote the campaigns, brand and products of Pride in London. Pride in London is known for its award-winning campaigns like #PrideMatters #nofilter, #freedomto and #lovehappenshere, and the people taking on roles in Marketing will take on the task of delivering future campaigns and strategies that reflect the diversity of all of London's LGBTQ communities, and that build our reputation and relevance on a national and international scale. Our marketing is issue-led, informed by research within our community, and the team will work together to shape this work.

The team comprises Campaigns, Brand, Events, Media, Digital and Insight – all feeding into Pride in London’s reason for existing: to continue to fight for true equality and challenge prejudices that the LGBT+ community still face on a daily basis.

**Your new volunteer role**

We are recruiting for a Traffic Manager to manage the forecasting and efficient planning of resource and workflow across the design and video teams, ensuring the most productive and efficient delivery of work.

The role will handle all incoming requests for design or video production and oversee the time management of a small but perfectly formed team of graphic designer, motion designers, video producers and film editors. As Traffic Manager you will be the point of contact for anyone with design or video needs, whether that comes from Marketing managers within the team or from other directorates within Pride in London, such as events, volunteer engagement or fundraising.

The output will be broad, covering anything from look and feel of our fundraising events, to on-the-day branding of the Parade, to volunteer recruitment collateral, to design of our Impact Report.

You will be responsible for resource planning and forecasting, keeping overall overview of workload across design and production teams and identify resource requirements and interdependency with other work and projects. You will work closely with the creatives to plan, co-ordinate and schedule work to ensure maximum productivity and efficiency across the design teams. You will plan ahead to ensure resources are deployed efficiently and productively, and manage and mitigate risk.

**Who you are**

This role doesn’t require someone who is, or has been, a Traffic Manager in their ‘day job’, but does require someone who understands the design and video production process. You will be extremely well-organised, have solid project management experience, be a great communicator and have demonstrable stakeholder management skills.

Ideally, you will have experience working within a creative agency or design studio and a passion for creativity, quality and people. This role presents a great opportunity for the right person to drastically improve some of Pride in London’s processes and ensure our team of volunteer designers and producers are motivated, working efficiently and have total clarity on their priorities.

**What you’ll get joining Pride in London**

* A friendly and welcoming induction course and a variety of training that’s offered throughout the year
* An opportunity to get new and relevant professional experience
* A chance to broaden your professional network
* Play an important part in delivering the Pride in London event
* Social opportunities to meet the diverse and friendly bunch who volunteer for Pride in London

**Your application**

Please apply with a CV and covering letter to **recruitment@prideinlondon.org**, indicting the job role in the email subject line.