



Big Help Mob

Operations & Logistics Manager – *The type of person who gets a kick out of organising an event from start to finish and managing large groups of people while understanding that not everyone shares their twisted passion.*

So what will I be doing for 15 hours a week?

- (Initially) Work closely with the Big Help Mob Mafia (leadership team) to “learn the ropes” and meeting all the existing Youth Tree volunteer staff.
- Bring your awesomeness to weekly collaborative meetings with the rest of the Big Help Mob Mafia (leadership team consisting of an Marketing Manager, a Business and Partnerships Manager, a Creative Co-Director and you, the Operations & Logistics Manager)
- Directly managing the Operations and Logistics team to undertake all operations needed to make Big Help Mob happen safely, smoothly and naturally, including preparing event run sheets, developing safety plans, sourcing all required equipment and coordinating on the day activities, volunteers and Big Help Mob staff.
- Oversee the development of flash mobs for Big Help Mob and ensure the smooth running of the flash mob on the day.
- Big Help Mob is made up of two categories of volunteers; captains and sidekicks. To ensure the smooth running of Big Help Mob you must oversee the development and implementation of captain training and ensure captains have the necessary skills, information and levels of craziness to manage their sidekick cells during Big Help Mob
- Recruit and manage other volunteers to fill skills and time gaps.

Successful applicant will be

- Passionate about making volunteering as mainstream as cheeseburgers and breathing
- Able to effectively manage and lead a group of volunteers.
- Pinnacle of integrity with high levels of professionalism and attention to detail.
- A voice of reason
- A leader who is able to think on their feet and problem solve in stressful situations
- Interested in collaborating and learning from others, sharing ideas, expertise and workload.
- Passionate about youth innovation and volunteering.
- Amazing communicator in verbal and written form.
- Flexible with their time – available for weekly meetings and able to adapt to the needs of their colleagues.

Please Note: This is not an exhaustive position description, it is a suggestion of the areas you will be involved in and could certainly change. Youth Tree is a dynamic environment and Youth Tree staff will need to be flexible, self-motivated, creative, willing to take ownership of their position and willing to try new things.

Hence Youth Tree values people with:

- A sense of humour
- A genuine desire to do good in the world
- Attention to detail
- Humility
- Creativity (creativity doesn't mean you have to be good at painting... it's very broad)
- An interest and fascination in the world and in their own field of work
- Persistence and patience
- Genuine friendliness, willingness to share and collaborate
- Love of stupidity and an uncanny willingness to participate in cartwheel contests etc at formal events
- A willingness to be a leader

