



Logistics Team Lead

Volunteer Vacancy Pack



100+ Years of Outdoor Adventure

Role Description

Purpose of the role

To lead the planning and delivery of all logistical and operational elements of the AOC100 Birthday Events. The Logistics Lead ensures the site runs smoothly, safely and efficiently by coordinating access, movement, equipment, signage, toilets, waste, radios, and supporting the Programme, Infrastructure and Catering teams. They oversee the Logistics Team and Site Services to deliver a well-organised event environment.

Responsible to

Event Lead

Responsible for

Logistics Team, Site Services Team

Appointment Requirements

- Complete the appointment process (including acceptable personal enquiries and acceptance of the Scout Association's policies), including a disclosure check.
- Completion of applicable Getting Started training modules, which cover Essential Information, Safety, Safeguarding and GDPR, (within five months of starting the role, if new to Scouts).
- Renew safeguarding and safety training, when it is due.

Event Dates

Beavers Big Birthday Bash: 24-25 April 2026

Squirrels Big Birthday Bash: 26 April 2026

Cubs Big Birthday Bash: 8-10 May 2026

Scouts Big Birthday Bash: 15-17 May 2026

Reunion Celebrations: 21-23 August 2026

Explorers Big Birthday Bash: 18-20 September 2026

Main tasks

Operational Planning

- Develop the full site logistics plan for each event.
- Manage car parking, traffic flow and drop-off/pick-up systems.
- Coordinate radio allocations and manage communications protocols.
- Oversee signage deployment across the site.

Site Management

- Ensure toilets, waste points and water stations are monitored and replenished.
- Maintain emergency access routes at all times.
- Oversee deliveries and vehicle movement on site.
- Direct Site Services to construct, move and dismantle structures.

Live Operations

- Respond to issues such as bottlenecks, lost signage, or equipment shortages.
- Liaise with Programme, Catering and Infrastructure to prioritise support requests.
- Work closely with the Event Lead during weather-related changes.

Personal specification

- Excellent ability to communicate effectively, both orally and in writing, including presenting in a clear, articulate, and motivating way.
- Ability to provide advice and guidance clearly and effectively.
- Strong interpersonal skills, with the ability to build and maintain effective working relationships.
- Able to motivate, enthuse, and support others.
- Strong organisational ability and situational awareness.
- Practical mindset with ability to problem-solve quickly.
- Confident coordinating volunteers.

How to apply

Key dates

- The closing date for applications is 30 January 2026 at 11:59pm

Process

Applications are invited from individuals. Please make sure you read the person specification section and then fill out the application below

Apply Now

If you would like an informal chat about the role, please email Jack Donaghy at jack.donaghy@clydescouts.org.uk.