

17 June 2014

Dear Sir / Madam

Thank you for your interest in the applying to be a volunteer at the World Congress Mental Health & Deafness 2014, Belfast on 16<sup>th</sup> to 19<sup>th</sup> September 2014

The Congress is being held in Belfast for the first time and delegates from different parts of the World will be attending.

We are looking for committed and enthusiastic volunteers to support the Organising Committee and Social Committee during the week of the Congress. Volunteers will be provided with financial support for travel purposes to the Congress (subject to funding).

If you are offered a volunteer position, you will be required to:

1. Complete an Access NI (Police Check) form
2. Attend an Information & Training session on Saturday 30<sup>th</sup> August 2014, in Belfast

Please ensure that you have the Job Description and the Personnel Specification and the application form in order to start the process.

**The closing date for submitting your application is Friday 4th July 2014 at 12 noon.**

**Interviews** are expected to be on the week of 21st July 2014. If you do not hear from us by this date, then please assume that you have not been successful in your application as we may not be able to individually reply to everyone.

If you have any queries then please email us at [michael.johnston@nidya.org](mailto:michael.johnston@nidya.org) as we will only accept email queries.

Kind regards

Michael Johnston, Manager, Northern Ireland Deaf Youth Association



**Title:** Volunteer

**Employer:** Northern Ireland Deaf Youth Association

**Responsible to:** Northern Ireland Deaf Youth Association Manager

### **Main Duties and responsibilities**

To carry out volunteering duties as requested. Volunteer duties may require you to:

- a. Provide information and support to Congress delegates
- b. Set-up of Exhibition Stands at pre-events, social events and Congress
- c. Supporting Organising Committee and Social Committee with requested tasks during pre-events, social events and at the Congress

The list of duties is not exhaustive.

## Personnel Specification

<b>Post</b>	<b>Volunteer</b>	
<b>Location</b>	<b>Belfast</b>	
	<b>Essential</b>	<b>Preferred</b>
<b>Experience</b>		1. Have a minimum of 1 year volunteering experience.
<b>Knowledge/Skills</b>	1. The ability to work effectively in a team.	1. Fluent in British Sign Language 2. Fluent in Irish Sign Language 3. Fluent in International Sign Language
<b>Personal Qualities</b>	1. The ability to communicate effectively with a team. 2. The ability to engage, support and communicate with people 3. The ability to carry out tasks individually and collectively.	
<b>Other Requirements</b>	1. To work a minimum of two full days and one evening during the week of the Congress	



# Volunteer Application Form

## World Congress Mental Health & Deafness, Belfast

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### I am currently:

Employed

Unemployed

Student

Retired

Other

### Communication Skills:

British Sign Language

Irish Sign Language

International Sign Language

Level: \_\_\_\_\_

Level : \_\_\_\_\_

Other

(please specify) \_\_\_\_\_

### You are:

Deaf

Hearing

Have you previously been involved in voluntary work?

Yes

No

If yes please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Why are you interested in volunteering at the World Congress Mental Health & Deafness in Belfast?**

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You will be required to volunteer for a minimum of two full days and an evening during the week of the Congress including the pre-events and the social events. Please tick below  which day(s) and evening (s) you can volunteer during 15<sup>th</sup> to 19<sup>th</sup> September 2014:

Day	During the Day (Activities/Events)	Tick if you can volunteer	Evening	Tick if you can volunteer
Monday 15 <sup>th</sup> September 2014	Pre-planning meeting & guiding delegates from various arrival points to Stranmillis College  <b>(9.00 to 17.00)</b>		Guiding delegates from various arrival points to Stranmillis College  <b>(17.00 to 21.00)</b>	
Tuesday 16 <sup>th</sup> September 2014	Deaf Organisations/Speakers Morning at Kinghan Church, Botanic Avenue, Belfast  <b>(9.00 to 14.00)</b>		Official Launch of WCMHD 2014, Belfast at the Belfast City Hall  <b>(18.00 to 21.00)</b>	
Wednesday 17 <sup>th</sup> September 2014	Congress at Riddell Hall, Queen's University Belfast  <b>(9.00 to 17.00)</b>		Culture Night Event at Stranmillis College  <b>(18.00 to 21.00)</b>	
Thursday 18 <sup>th</sup> September 2014	Congress at Riddell Hall, Queen's University Belfast  <b>(9.00 to 17.00)</b>		No volunteers required	
Friday 19 <sup>th</sup> September 2014	Congress at Riddell Hall, Queen's University Belfast  <b>(9.00 to 17.00)</b>		No volunteers required	

**Please post or return form to Michael Johnston at this address by Friday 4<sup>th</sup> July 2014:**

Northern Ireland Deaf Youth Association  
Office 16, Townsend Enterprise Park  
28 Townsend Street  
BELFAST  
BT13 2ES