

Volunteer Form

A World exclusive opportunity exists for vibrant individuals who would like to be involved in developing their skills in volunteering at the World Hajj & Umrah Convention at London Olympia 20th-22nd May 2013. You will play hosts to world delegates from over 40 countries all of whom will be attending for the ultimate aim of serving the guests of the Almighty. You too can be part of this reward for Hajj & Umrah.

NAME	
DOB	
HOME ADDRESS + POSTCODE	
AGE	
CONTACT NUMBER	
EMAIL ADDRESS	

OCCUPATION	
EMPLOYER	
WORK ADDRESS	
WORK CONTACT NO	

SKILLS YOU WOULD LIKE TO OFFER	<input type="checkbox"/> Administration <input type="checkbox"/> Advice, Support & Training <input type="checkbox"/> Campaigning <input type="checkbox"/> Legal <input type="checkbox"/> Driving <input type="checkbox"/> First Aid <input type="checkbox"/> Marketing / PR / Web <input type="checkbox"/> Photography / Film <input type="checkbox"/> Other – Please Specify _____		
AREA OF INTEREST	<input type="checkbox"/> Event Management <input type="checkbox"/> Administration <input type="checkbox"/> Charity <input type="checkbox"/> Social Events <input type="checkbox"/> Education Projects <input type="checkbox"/> Newsletter / Web <input type="checkbox"/> Fundraising <input type="checkbox"/> Clinics		
PREVIOUS EXPERIENCE (In a charity or work related)			
AVAILABILITY (PLEASE TICK THE DATE(S) YOU ARE AVAILABLE AND THEN THE TIME SLOT(S)).	SETUP	CONFERENCE DAY 1	CONFERENCE DAY 2
	<input type="checkbox"/> MONDAY 20 TH MAY	<input type="checkbox"/> TUESDAY 21 ST MAY	<input type="checkbox"/> WED 22 ND MAY
	<input type="checkbox"/> AM - 9AM-12PM <input type="checkbox"/> PM - 1PM – 5PM <input type="checkbox"/> 6PM-9PM	<input type="checkbox"/> AM - 7AM-11AM <input type="checkbox"/> AM – 8AM – 12PM <input type="checkbox"/> PM – 12PM – 5PM <input type="checkbox"/> PM - 5PM-9PM	<input type="checkbox"/> AM - 7AM-11AM <input type="checkbox"/> AM – 8AM – 12PM <input type="checkbox"/> PM – 12PM – 5PM <input type="checkbox"/> PM - 5PM-9PM

I understand that in carrying out any duties I will act professionally, document my work and will be responsible for my own actions. If there are any problems, I will report this to the team leader or an authorised representative.

SIGNED: _____ DATE: _____

PRINT NAME: _____

Completed form to be signed and returned to WHUC via post or scanned and emailed to: info@whuc.org

Volunteer Description

- Attendance at the World Hajj & Umrah Convention (WHUC), seminars and exhibitions.
- To liaise with the Operations Director, Project Managers and team leaders in charge at the event
- Follow systems and processes in operation
- To correctly document all work
- To provide administrative support for doctors / health care professionals
- To attend any meetings as required to facilitate the smooth running and planning of the events
- To work as part of a team
- To try and facilitate the recruitment of other volunteers and health care professionals and help in capacity building
- To administer bookings and follow up telephone calls to patients
- To make telephone calls to suppliers, tour operators and customers as required
- Promote a positive image of WHUC at all times
- Update website, Social media sites as delegated
- Any other tasks as required for public benefit and in line with achieving the charitable and business objects of WHUC.

Appraisals

- WHUC will facilitate requests by the volunteers in the collation of evidence for their portfolios
- A certificate of participation will be issued

Reimbursements

- Travel up to £10 per day and lunch will be provided (travel receipts must be handed in on the last day of the conference day to qualify).

Person Specification

Essential

- Good interpersonal skills.
- Friendly & outgoing and ability to motivate others
- A commitment to social justice and equal opportunities.
- Commitment to helping the guests of Almighty God
- Commitment to helping Overseas travellers
- An ability to reflect on work practice and a desire to learn good working practices and share them.
- High Level of spoken and written English.
- Ability to work as part of a team.
- Commitment to working in a non-judgemental way.
- Commitment to the World Hajj & Umrah Convention ethos.
- Professional outlook at all times
- Good time management skills
- Sensitive, mature and empathetic personality
- Ability to cope with stressful situations and undertake responsibility

Desirable

- A knowledge of Hajj & Umrah.
- A knowledge of issues facing pilgrims and overseas travellers.
- Good housekeeping skills.
- Record keeping/ IT skills.
- Additional Languages such as Arabic, Urdu, Gujarati, Panjabi, Bengali etc..

In Association with
www.MarComAcademy.co.uk
email: info@whuc.org

