

# IFFA Volunteering 2008

## Application guidance

### Why we need an application process

The quick answer is that we usually have too many applicants and not enough places.

The longer answer is that we want to choose the right team in order to do an excellent job. Given that Leeds Met is so generously paying half of the costs for each volunteer, we want to make sure we send the highest calibre volunteers who will do Leeds Met proud! But most importantly, we want to choose people who we feel are going to have a good time and be able to cope with sometimes difficult situations.

### General instructions

1. Make sure you have read the [FAQ](#) section on our website and this guidance document all the way through before you start.
2. Fill in your answers electronically – just click on the grey areas and start typing. The text boxes should automatically expand.
3. Don't worry about writing too much or too little as long as you think you have given us sufficient information to help us decide. Please remember that we do expect a large number of applicants so there will be competition but we don't want you to have to agonise too much over this form, bullet pointed information will be fine.
4. Once complete, please make sure you have saved your form and email it back to us at [iifa2008@leedsmet.ac.uk](mailto:iifa2008@leedsmet.ac.uk) by the date specified on the form.
5. If successful at this stage, you'll be invited to an informal interview during the dates specified on the form, we'll contact you to arrange a suitable time.

### What we're looking for in a volunteer

The section called "you and the volunteering experience" is the section that is most important in choosing the volunteers. To help you answer the application questions it may be useful for you to know what we're looking for in a volunteer:

1. **Specific skills and knowledge that will be useful for the role** – e.g. events management experience, previous volunteering at large scale events,
2. **Commitment and being a hard worker** – volunteering may include very long hours, there may be planning or preparation to do in the evenings and tasks may be

outside your comfort zone. We need volunteers who will put in the required effort and challenge themselves to fulfil their role to the best of their ability!

3. **Being proactive** – as well as being able to follow instruction and get on with the job, we find that being proactive is essential - volunteers who are proactive get more out of the trips than those who don't jump in with both feet.
4. **Team work** – getting on with your team and with members of staff from Wizcraft is crucial to enjoying your experience and doing a good job while you're out there.
5. **Flexibility and adaptability** – large events such as the IIFAs require extensive planning but operationally staff also need to be able to respond quickly to changing circumstances. For this reason situations may not always be as any of us anticipated and arrangements may change while you're out there. A bit of patience, willingness to adapt and flexibility will go a long way!
6. **Cultural sensitivity** – remember you are working with an internationally renowned events management company in a different country. People do things differently or think that we do things strangely. It is not for us to judge and we do not want to cause offence. We're looking for volunteers who will be sensitive to these differences.

## The volunteer agreement

Please read this section very carefully – it's very important.

## Scoring

To make it totally fair in selecting who goes through to the interviews we'll score each answer and those with the highest score will go through.

## Any questions?

We hope we have provided all the info you need in order to submit you application but if you have any queries please email us at [iffa2008@leedsmet.ac.uk](mailto:iffa2008@leedsmet.ac.uk).

**Good luck**