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Volunteer

Registration

Pack

To register for Volunteer Opportunities please complete this pack and return to **volunteer@fermanaghomagh.com** or one of the following addresses:

**Human Resources**

Fermanagh and Omagh District Council

Townhall

2 Townhall Street

Enniskillen

Co. Fermanagh

BT74 7BA

**Human Resources**

Fermanagh and Omagh District Council

The Grange

Mountjoy Road, Lisnamallard

Omagh

Co. Tyrone

BT79 7BL

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**Volunteer Role Description**

**Volunteering Ref:** V001/18

**Volunteering Title:** Meet & Greet Volunteers

**Supervisor:**  Operations Manager

**Location:** The Ardhowen

**Dates/ Time of Volunteering:** Evenings –Weekdays and Weekends (when required)

**Closing Date:** Friday 26 October 2018, 12 Noon

The purposeof this Volunteer Opportunity is to provide a friendly and high quality Front of House meet and greet to people visiting The Ardhowen. Volunteers will act as a point of contact for customers and visitors to the Theatre.

**Main Volunteering Tasks:**

* Act as a point of contact for customers and visitors to the Theatre.
* Provide a friendly and courteous service to members of the public.
* Check tickets and show customers to their seats.
* Help assist in the event of an evacuation.
* To seek advice and make members of staff aware of any problems where appropriate.

**General:**

* To comply with all the Council’s policies and procedures.
* To undertake volunteering at all times in a manner that enhances and promotes the positive image of Fermanagh and Omagh District Council.

The volunteering will be subject to:

* References
* Access NI Check (where appropriate)



**Volunteer Registration Form**

**Please note:** the information you give on this form will be used to match potential volunteers with the most appropriate opportunity at the time the registration form is received.

**Contact Details:**

Name:

Address:

Postcode:

Date of Birth:

Telephone Number:

Email Address:

Emergency Contact Name:

Emergency Contact Phone Number:

**What type of Volunteer Role are you interested in?**

**Please tell us why you are interested in volunteering with the Council:**

(250 Word Limit)

**What skills, knowledge and/or experience do you feel you have that will help with the volunteering role:**

(250 Word Limit)

**Please indicate if there is any additional support that you would require whilst volunteering (For example medical/ health needs, dietary requirements or access requirements).**

**Please provide two referees (who are not relatives) that can be contacted to provide a reference:**

Name:

Address:

Postcode:

Telephone Number:

Email Address:

Name:

Address:

Postcode:

Telephone Number:

Email Address:

In accordance with the Data Protection Act 2018, Fermanagh and Omagh District Council has a duty to protect any information we hold on you. The personal information you provide on this form will only be used for the purpose of arranging meetings and times for volunteering and will not be shared with any third party unless law or regulation compels such a disclosure and will be shared with other relevant internal services for the purpose of volunteering. For further guidance on how we hold your information please visit the Privacy section at [www.fermanaghomagh.com/your-council/privacy-statement/](http://www.fermanaghomagh.com/your-council/privacy-statement/)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for your interest.**

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**Fermanagh and Omagh District Council**

**Equal Opportunity Monitoring Sheet**

In accordance with the Data Protection Act 2018, Fermanagh and Omagh District Council has a duty to protect any information we hold on you. The personal information you provide on this form will only be used for the purpose of Equal Opportunity Monitoring only and will not be shared with any third party unless law or regulation compels such a disclosure and will be shared with other relevant internal services for the purpose of volunteering. For further guidance on how we hold your information please visit the Privacy section at [www.fermanaghomagh.com/your-council/privacy-statement/](http://www.fermanaghomagh.com/your-council/privacy-statement/)

Fermanagh and Omagh District Council is committed to achieving fairness and equality. We want to ensure that information stored on Council Volunteers is both up-to-date and accurate, in relation to Section 75 and Equality Monitoring.

In order to achieve this goal, **we need your help.** One of the most important ways of doing this is by monitoring our Volunteers across eight of Section 75 categories. The information provided will be used by Fermanagh and Omagh District Council to assist in complying with our statutory duty under the Northern Ireland Act 1998 and will be reported to the Council’s Policy and Resources Committee.

All information will be collated confidentially and stored securely. Final reports will contain overall statistics and will **not** include names, or the ability to match certain statistics to individual employees.

**Fermanagh and Omagh District Council Equality Monitoring (Volunteers)**

1. **Religious Belief**

Do you have a religious or denominational belief? Yes No

If Yes are you:

Bahai  Hindu  Presbyterian 

Baptist  Jewish  Roman Catholic 

Buddhist  Methodist  Sikh 

Church of Ireland  Muslim  Other 

1. **Political Opinion.**

How would you describe your political opinion?

Unionist generally  Nationalist generally  Other

1. **Racial Group**

To which of these Racial Groups do you consider you belong?

Bangladeshi  Chinese  Pakistani 

Black African  Indian  White 

Black Caribbean  Irish Traveller  Other 

Black (Other)  Mixed Ethnic Group 

1. **Age.**

	1. 16-29 30-44 45-59 60-74 75+
2. **Marital Status.**

Civil Partnership  Single  Widowed 

Co-habiting  Separated 

Divorced  Married 

1. **Sexual Orientation.**

How would you describe your sexual orientation?

Heterosexual  Homosexual (Gay or Lesbian)  Bi-sexual

1. **Gender.**

Female Male Trans-gendered 

1. **Disability.**

Under the Disability Discrimination Act 1995, a disabled person is defined as a person with “a physical or mental impairment which has a substantial and long-term effect on his/her ability to carry out normal day to day activities”.

Do you consider that you meet this definition of disability? Yes No

If yes, please state the type of disability,

Visual Impairment Communication Difficulty Learning Difficulty

Hearing Impairment Multiple Impairment

Mobility Impairment Learning Difficulty

1. **Dependants.**

We are asking you to tell us something about your caring responsibilities. By that we mean looking after a child, whether as a parent, guardian or foster parent, or helping an adult carry out their daily routine. This might mean providing assistance to an adult relative or friend who is disabled or has a long-term illness.

I look after children I help an adult with their daily routine N/A 

Please indicate how often you undertake these responsibilities:

Daily  Frequently  Occasionally 

**For office use only:**

Date Received: