

VOLUNTEER INTERVIEWERS REQUIRED

OVERVIEW OF RWC 2015

England 2015 (E2015) is the Tournament Organiser for Rugby World Cup 2015, hosted in England and Wales between September 18 and October 31, 2015.

Rugby World Cup 2015 will be a celebration of Rugby and its unique values, exciting and inspiring our nation and the world to play and support the game.

THE ROLE OF A VOLUNTEER INTERVIEWER

The Volunteer Interviewer Programme (VIP) will be established to support the recruitment and selection process of the 6,000 volunteers required for Rugby World Cup 2015 (RWC2015) known as The Pack. Over a seven month period the Try Out Team will travel the country to every host city to facilitate interviews of prospective members of The Pack. As a volunteer and member of the VIP you can join this team at your local Try Out venue, and help build the volunteer programme for RWC 2015.

As a member of the VIP you will conduct daily one-to-one interviews with volunteer applicants. Interviews will be conducted in English and will be a series of questions to understand if the applicant has the right values and attitude to join the 2015 Tournament Volunteer team.

Training will be given for this role and these sessions will take place in or around the chosen Try Out venue. The training will include:

- Interviewing best practice
- Positive questioning and active listening
- Giving feedback
- Background to RWC2015
- Recording, evaluating and classifying the results of the interviews

Daily activities will include....

- Carrying out a series of 20 minute interviews with prospective members of The Pack.
- Using a standardised scoring and feedback system to record the answers given by applicants
- Provide feedback if required to members of the Try Out Team to help with placing volunteers in the most relevant teams
- Provide a welcoming and friendly environment to applicants as they start their RWC2015 journey
- Establish and maintain effective working relationships with members of the team, applicants and external parties present at the Try Out venues
- If required, assist with other tasks in the Try Out venue which may include administration duties, welcoming guests or helping with checking identification

Successful applicants will have experience in or of sport, as a participant, volunteer or paid employee. They will be comfortable speaking to a diverse group of people and in building and sustaining relationships. Experience of interviewing, coaching or mentoring would be an advantage but is not essential.

A good working knowledge of Microsoft Office packages, especially Excel and Outlook, and experience of using tournament management systems would be useful.

Successful applicants will provide a welcoming, friendly and supportive environment to prospective volunteers, putting them at ease whilst asking relevant questions to ascertain their levels of skills and experience.

As a member of the VIP you will get the opportunity to learn new skills, or develop existing ones, and to put these into practice in a 'live' environment. You will be involved in building the RWC2015 volunteering programme and will have an input into putting The Pack together. You'll also get to meet like-minded people from all over the country and gain an insight into what it takes to run an International Tournament. Members of the VIP will be included in the exciting Reward and Recognition packages being put in place for all volunteers involved in RWC2015.

Members of the VIP will be based at a venue as listed below and must be available for the minimum numbers of shifts between the dates shown

Try Out Venue	Try Out Dates	Minimum shifts	RWC 2015 corresponding venue
Allianz Park	03 Jun – 18 Jun	4	Wembley Stadium
Leyton Orient, Score Centre	21 Jun – 05 Jul	4	Olympic Stadium
University of Brighton	09 Jun – 18 Jul	4	Brighton Community Stadium
University of Exeter	21 Jul – 27 Jul	3	Sandy Park Stadium
Cardiff (location TBC)	30 Jul – 17 Aug	5	Millennium Stadium
Solihull College	20 Aug – 31 Aug	3	Villa Park
MediaCityUK	03 Sep – 16 Sep	4	Manchester City Stadium
GL1 Active Leisure Centre	20 Sep – 26 Sep	3	Kingsholm Stadium
Newcastle (Location TBC)	29 Sep – 12 Oct	4	St James' Park
Leeds Metropolitan University	15 Oct – 25 Oct	3	Elland Road
University of Leicester	28 Oct – 07 Nov	4	Leicester City Stadium
Milton Keynes (location TBC)	11 Nov – 20 Nov	3	Stadium MK



England 2015

Richmond College	upon Thames	25 Nov – 16 Dec	7	Twickenham Stadium
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All applicants must have the right to volunteer in the UK and must be 18 or over on 1st May 2014.