

Role Description

Volunteer Role (title):	<i>Workforce Team Member</i>
Functional Area:	<i>Uniform, Accreditation and Workforce</i>
Brief Role Description:	<i>Be the first point of contact for all volunteers and staff when arriving on venue</i>
Key Responsibilities:	<ul style="list-style-type: none"> • <i>Checking in of all workforce and volunteers</i> • <i>Distribution of meal vouchers</i> • <i>Assisting in the reward and recognition programme</i>
Skills Required:	<ul style="list-style-type: none"> • <i>Customer service</i> • <i>Basic administrative skills</i> • <i>Friendly and pleasant approach</i> • <i>Attention to detail</i>
Desirable Skills:	<ul style="list-style-type: none"> • <i>Previous experience of the role</i>
Based at:	<i>Emirates Arena</i>
Dates required:	<p><i>From 27th March – 5th April 2020</i></p> <p><i>The shifts will be approximately 8.5hrs in duration</i></p> <p><i>Please note you must be available throughout this period and to attend one day training prior to this</i></p>