Your guide to our new pre-Games volunteering programme

# give us a hand

Our office-based volunteers, 'Trailblazers', will work within the London 2012 Organising Committee (LOCOG) offices in Canary Wharf, performing a wide range of administration duties as required across all functional areas.

### Learning from experience

In the lead-up to the Sydney 2000 Games there was a similar programme, Pioneer Volunteers. It had 500 volunteers at its peak, with a total of 160,000 hours contributed between 1996 and 2000. Each individual's hours ranged from 100 to 1,000 hours. This programme was identified as a major success from the Sydney Games and we believe that a pre-Games volunteering programme will make an important contribution to the planning and preparation in the lead-up to 2012.

### Who are we looking for?

We are looking for 20 individuals, of whom five will come from the Personal Best Programme. The Trailblazers will have a range of skills and experience – we want to appeal to all areas of the community to ensure we attract a diverse range of applicants.

### Volunteers will need the following personal qualities:

- Flexibility: be adaptable and be able to learn from situations and deal with changing priorities.
- Commitment: be dedicated and take on some personal responsibility.
- Friendly: be supportive of team members and be helpful and welcoming.
- Positive attitude: be enthusiastic; service focused and have a 'can do' attitude.
- Good communicator: have good interpersonal skills.

### Minimum requirements for all Trailblazers will include:

- Anyone over 18.
- Basic computer skills, including knowledge of Microsoft Word and Excel.
- Good written and verbal English skills.
- Experience of working within a team environment.
- Commitment to volunteer one day a week.
- Eligibility to work as a volunteer within the UK in accordance with immigration rules.

### What will the volunteers be doing?

Volunteers on the Trailblazer programme will undertake a variety of roles, including:

- Data entry support.
- Administration support to functional areas.
- Helping with the organisation of activities and events such as forums, seminars, meetings and conferences.
- Undertaking other duties appropriate to the role and needs of LOCOG.

### How will each volunteer benefit from this experience?

Volunteers will benefit from making a difference to the London 2012 Games and will be part of something that is unique to London over the next four years. In addition, volunteers will:

- meet other people;
- enjoy being part of a team;
- gain valuable experience; and
- learn or develop new skills.

### How LOCOG will benefit?

There a number of benefits of having Trailblazers at LOCOG. Among these:

- LOCOG staff will gain experience of working alongside a team of volunteers.
- Functional areas will receive additional administrative support as required.

### The campaign

We will launch the campaign 17 October 2008. There will be internal and external initiatives. Externally, posters will be distributed around selected Jobcentre Plus offices in London.

There is also a page about the programme on the London 2012 website: **www.london2012.com/trailblazers**

All the materials will direct candidates to the website, where they'll be able to find more information about the programme, a job description and details on how to apply.

### The selection process

Applicants will apply using an application form on the London 2012 website. Those successful will be invited to attend an assessment centre and one-to-one discussion.

The selected 20 volunteers will start on 19 January 2009.

### Further information

For further information, please contact either of the following:

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## Key dates

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| **17 October** | Launch of Trailblazers: applications open |
| **31 October** | Applications close |
| **11–22 November** | Assessment of applications |
| **12 December** | Decisions made |
| **19 January 2009** | Trailblazers start at LOCOG |