



# Application instruction form For the position of volunteer

## Task Description

For the position of *Volunteer*

Duration of the Role: January 14<sup>th</sup>, 2019 – February 5<sup>th</sup>, 2019

Benefits: Free entry to all Forum events, including two lunches and wine/whisky receptions.

## Responsibilities

- Assisting the advertisement of the Forum through lecture shout-outs and/or flyering;
- Providing on-the-support, including assisting with:
  - Event set-up;
  - Registration of attendants;
  - Event breakdown.

## Competencies

- Proactiveness;
- Communication and organisational skills.

## Experience from a Previous Volunteer:

*“Volunteering at the Forum was exciting because I met many interesting and amazing people. It allowed me to add my contribution towards promoting engagement with Latin America at the University, and gave me a more relaxed first approach to how the Forum worked. Now that I have more experience and am more confident, I am working more closely in the organisation of the next Forum”.*

Lucas Reynoso  
2<sup>nd</sup> Year UG Student – International Relations  
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## Application Process

Send an email to [humanresources@latamforumedinburgh.com](mailto:humanresources@latamforumedinburgh.com) with your:

- Name
- Year and course
- University
- A 100-word statement with your motivation to volunteer in the Forum