

ACCREDITATION VOLUNTEER POSITIONS

Overview

Accreditation is an integral part of the overall security and workforce management of the Rugby World Cup. The Accreditation team is responsible for creating the operational system for managing accreditations to ensure the entire workforce is accredited correctly. 'RIGHT PEOPLE ARE IN THE RIGHT PLACE AT THE RIGHT TIME'.

ROLE	OVERVIEW	REQUIREMENTS/PROFILE
Main Accreditation Centre Assistant	<p>Responsible for assisting the main accreditation centre managers with production and distribution of passes, management of accreditation database and all other relevant activities.</p> <p>This could include:</p> <ul style="list-style-type: none"> • producing and assembling passes • database management • packaging passes to be couriered to venues • checking identities and recording participant data (including taking photos if necessary) • problem solving any accreditation issues • delivering passes to participants. 	<ul style="list-style-type: none"> • Advanced computer skills • Strong attention to detail • Strong customer service skills • Strong communication skills • Initiative • Hands on flexible approach • Works well under pressure • Friendly and efficient • Extended availability needed from Feb 1, 2011
Venue Accreditation Assistant	<p>Responsible for assisting the venue accreditation managers with coordinating and supervising the activities of the accreditation centres.</p> <p>This could include:</p> <ul style="list-style-type: none"> • producing and assembling passes • checking and recording participant data (including taking photos if necessary) • recording day pass requests • problem solving any accreditation issues • delivering passes to participants. <p>This will also involve supporting the management of access control zones on match day.</p>	<ul style="list-style-type: none"> • Advanced computer skills • Strong attention to detail • Strong customer service skills • Strong communication skills • Initiative • Hands on flexible approach • Works well under pressure • Friendly and efficient • Available 5 days before first match at venue.