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**Volunteer Speaker Application Form**

Please ensure you have read the [Volunteer Speaker Role Description](https://www.wateraid.org/uk/get-involved/jobs-and-volunteering/become-a-wateraid-speaker) before applying. All information provided below will be valid for the recruitment process to become a WaterAid Volunteer Speaker, for up to 2 years.

**Your details**

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| --- | --- |
| Title: |  |
| First name(s): |  |
| Surname: |  |
| Address: |  |
| Postcode: |  |
| Daytime tel: |  |
| Evening tel: |  |
| Mobile tel: |  |
| Personal Email: |  |

(Please don’t include a work email address as our emails may be blocked as spam)

**Please confirm you are over 18 years of age:** Yes No (select one)

**Are you linked to WaterAid in some way?** Yes No (select one)

**If yes, please indicate the name of your organisation:**

Water Company Employee:

Water Industry Consultant or Supplier:

Water Industry Body Employee:

Corporate supporter:

Other:

**Why would you like to become a volunteer Speaker for WaterAid?**

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The WaterAid Speaker Network is looking for volunteer Speakers with a passion for WaterAid and public speaking. Please indicate your skills:

**Experience of public speaking?**  Yes No (select one)

If yes, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Experience of working with children?** Yes No (select one)

If yes, please give details:

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**Knowledge of WaterAid and/or**

**international development?** Yes No (select one)

If yes, please give details:

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**Links with local community groups?** Yes No (select one)

(e.g. schools, faith groups, rotary clubs,

universities, Women’s Institute)

If yes, please give details:

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**Experience of using PowerPoint?** Yes No (select one)

**Access to email?** Yes No (select one)

**Access to public transport / a car?** Yes No (select one)

**Part of the role of a volunteer Speaker is to promote the Speaker Network and generate more talks. How do you think you could do this in your local area?**

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**Your requirements**:

**How much time can you commit to WaterAid?** (Select one)

0-4 talks a year (minimum commitment)

4-8 talks a year

9+ talks a year

**WaterAid provides Speaker Network training so you can feel confident about giving talks on our behalf.**

**Are you available for training in the daytime?** Yes No (select one)

(You may have to travel to attend training. WaterAid may cover reasonable travel expenses if claimed with a valid receipt.)

**Having read the role description, do you feel you have any specific training needs before you can undertake this role?**

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**Do you have any other requirements?**

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**References and declaration**

**Please attach a character reference (on headed paper) to your application form**, **or ask your referee to email (using a work/professional email account)** **Speakers@Wateraid.org**

The reference should confirm your suitability to this volunteering role and be approximately 150 words in length. The reference should be from a current or most recent place of work, or by someone who knows you in a professional or academic capacity and is not a member of your family or a close friend.

**Have you ever been convicted of a criminal offence other than a minor traffic offence?**  Yes No (select one)

**Have you previously had a Disclosure and Barring Service (DBS) check?** Yes No (select one)

Please summarise details of any unspent convictions below. Having a conviction will not necessarily stop you from being a Speaker, but will be taken into consideration.

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**WaterAid’s values**

We will do our best to ensure you feel supported during your volunteering role. We will provide you with information and resources to volunteer, and we will be here to assist you if you have any issues or queries. In return, volunteers are expected to be considerate when representing WaterAid, and always leave others with a positive view of WaterAid and the work that we do. Below are the six WaterAid values which we expect our volunteers to demonstrate:

**Respect** We treat everyone with dignity and respect and champion the rights and contribution of all to achieve a fairer world.

**Accountability** We are accountable to those whose lives we hope to see transformed, to those we work with and to those who support us.

**Courage** We are bold and inspiring in our actions and words, and uncompromising in our determination to pursue our mission.

**Collaboration** We work with others to maximise our impact, respecting diversity and difference in the pursuit of common goals.

**Innovation** We are creative and agile, always learning, and prepared to take risks to accelerate change.

**Integrity** We act with honesty and conviction and our actions are consistent with openness, equality and human rights.

**Communicating with Speakers**

The information submitted on this form will be held securely by WaterAid. Should you be successful in this volunteering role, some of your details may be shared with other volunteers and talk audiences. Similarly, as a volunteer you may receive personal details relating to other volunteers and talk audiences. We expect our volunteers to be respectful of such details, only accessing them in relation to their volunteering role and to delete this information from their computers/records following a talk and when leaving this volunteering role.

When applying to be a speaker at WaterAid, you will receive information from us by email, phone, mail and SMS relating to instructions, information and resources to be an affective Speaker.

**Why do we need to contact you in these channels?**

**Email** – All talk requests we receive from audiences are emailed to our Speakers (approximately once a week) and Speakers respond back with their interest to these requests via email.

**Phone**– We call to check a Speaker’s process and in instances when email may not be appropriate, for example if an audience suddenly cancels a talk at short notice.

**Post**– We may need to post resources ahead of a talk and will send an annual thank you letter.

**SMS** – We may communicate via SMS in an emergency incident.

I confirm that to the best of my knowledge all the information set out in this application is true and completed. If accepted to become a WaterAid volunteer Speaker, I agree to adhere to and demonstrate WaterAid values with enthusiasm and integrity, and to fulfil the tasks specified in the role description.

Signature: Date:

(If completing this form electronically please type your full name and the date.)

**Further communications from WaterAid**

At WaterAid and WaterAid Trading we’d love to keep you updated on how your support is making change happen. We will send you information about our work, campaigns, opportunities to get involved and fundraising. If you’d like to hear from us, using your contact details above, please tick/fill this box for: Email [ ]  Phone [ ]  SMS [ ]

If you would prefer not to hear from us by mail, please tick/fill this box [ ]

**Privacy Policy**

WaterAid and WaterAid Trading will use your data to communicate with you in the ways you have agreed to, and in accordance with our Privacy Policy.  We may use your data for admin purposes.  We may also analyse your data and obtain further data about you and your preferences from publicly available and other sources, and may use suppliers to carry this out.  This provides background information about you which helps to make your communications appropriate and relevant to your interests.

To opt out of communications or the ways in which we process your data at any time by contacting:  Supporter Care: 020 793 4594 or supportercare@wateraid.org.

For full details, see our Privacy Policy [www.wateraid.org/uk/privacy](http://www.wateraid.org/uk/privacy)

**Please return your completed form to**

**Community Fundraising Team, WaterAid, 47-49 Durham Street, London SE11 5JD** Or email it to **Speakers@wateraid.org**

WaterAid, 47-49 Durham Street, London SE11 5JD Tel: 020 7793 4500 Fax: 020 7793 4545 Email: wateraid@wateraid.org

Charity registration numbers 288701 (England and Wales) and SC039479 (Scotland)

www.wateraid.org