



IUHPE

23rd World Conference
on Health Promotion
7 - 11 APRIL 2019 ROTORUA,
AOTEAROA NEW ZEALAND

Communications Assistant Role Description

Role Title: IUHPE Conference Communications Assistant
Responsible to: IUHPE Communications Committee

Purpose and tasks

The 23rd IUHPE World Conference on Health Promotion and Education will take place in Rotorua on the 7th – 11th April. The theme is Waiora: Promoting Planetary Health & Sustainable Development for All.

In order to support the outcomes of the Conference, we are calling for a limited number of experienced and knowledgeable volunteers to assist the Communications Committee in capturing and synthesising the content of the Conference.

Our aim is to provide attendees:

- A final synthesis of learnings, knowledge and content presented at the Conference that forwards health promotion in line with the theme of the Conference
- Capture comments and thoughts from interviews from Invited Speakers and attendees that can be used in the Closing Plenary

Your tasks will be to:

- Approach attendees and capture vox pop style interviews
- Attend allocated sessions and capture and synthesise content from presentations
- Edit vox pops to create a final summary for the Closing Plenary (experience dependant)

Key skills

We are looking for volunteers with both knowledge in the Health Promotion field and experience in communications. It is acknowledged that not all candidates will have all of the skills, knowledge or experience:

- interpersonal communication
- warm, friendly, polite pleasant well organised
- able to use computer software
- able to synthesise content from presentations
- able to operate smart phones for recording of content
- experience of working in the Health Promotion sector and knowledge of the content

Commitments

- Volunteers will be allocated a complimentary registration for the Conference. However all travel expenses, including flights and accommodation, will need to be covered by the volunteer.
- You agree you will work as a volunteer and will not be paid for your work or expenses.
- Should circumstances arise where you are no longer able to fulfil your volunteer duties, you will inform us immediately. You understand failure to fulfil these duties will result in forfeit of your registration.

- Exact hours of volunteer time will be rostered and confirmed closer to the conference, however volunteers must commit to be available during the following times:
 - Monday 8th April 0800 - 1830
 - Tuesday 9th April 0800 - 1830
 - Wednesday 10th April 0800 - 1730
 - Thursday 11th April 0800 - 1230
- All Volunteers will be required to provide / wear black trousers or skirt, a black top and black shoes (not sneakers).
- If from overseas, Volunteers are responsible for ensuring that they have the appropriate Visa to enter New Zealand.
- Volunteers should have basic English so that instructions can be understood, volunteers who can speak French and/or Spanish and / or Maori will also be required.
- Volunteers will be required to attend an onsite briefing and training prior to the Conference. This will include health and safety requirements.
- The Volunteer understands that taking on the Volunteer role is all carried out at their own risk, that they are responsible for their own safety and belongings and agree to follow sensible health and safety procedures to keep themselves and others safe.
- You will follow our policies, procedures and rules and Code of Conduct and be in communication with the appropriate IUHPE representative to resolve any concerns.