

GUIDANCE

RESIDENTIAL VOLUNTEER & GUIDE - WDC'S SCOTTISH DOLPHIN CENTRE

Thank you for considering applying to be a residential volunteer and guide at Whale and Dolphin Conservation's (WDC) Scottish Dolphin Centre.

We want to make this process as easy and straight forward for you as possible. As such we have put together this document to provide you guidance and support for completing our application form.

This document provides general guidance for the overall completion of the application form as well as more detailed guidance for the following sections:

- Employment history,
- What makes you suitable for this voluntary position?
- Why are you interested in volunteering with WDC?

You will also find other sources of guidance and some useful websites at the end of the document.

BEFORE YOU START

Here is a list of the information you will need and some preparation tips:

- Academic achievements.
- Employment history - both paid and voluntary work.
- Contact information for two referees.
- Scottish Dolphin Centre Residential Volunteer & Guide advert.
 - Note **the role description and the tasks** that the successful candidate will be responsible for carrying out, along with **the essential skills, experiences and qualities** which lists any qualifications, skills, experience, knowledge, values and behaviours that we look for in applicants. Take time to think of examples of these from previous jobs and experiences.
- Understanding of WDC and Scottish Dolphin Centre aims and work.
 - Browse our websites and social media for ideas to help tailor your application.

whales.org

dolphincentre.whales.org



If you have any questions or would like to chat about the role before applying, please do get in touch with us by

- Emailing volunteers.scotland@whales.org or
- Ringing 01343 820 339.

GOOD LUCK!

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EMPLOYMENT HISTORY SECTION

In this section of the application form you should cover any employment history starting with your most recent post and working back in time.

This can include any of the following:

- Paid work.
- Voluntary work.
- Internships.
- Work placements.

For each post include the following:

- Employer name, address and nature of business i.e. charity, hospitality, retail etc.
- The date the post started and ended.
 - This can be the month/year if you are unsure of more specific dates.
- The title, duties and responsibilities of the post.
 - Keep the description of each post to a **brief list of the main responsibilities**, this will help make sure it stays short yet still gives us an idea of the work involved in each role.
 - Please remember to note if the work was paid or voluntary.

TOP TIP:

**Use short,
concise
bullet points**



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WHAT MAKES YOU SUITABLE FOR THIS VOLUNTARY POSITION SECTION

This section of the application form allows you to showcase your suitability for the role in terms of your current skills and experiences so far, elaborating on why you are the best applicant for the role.

It is important in this section to **refer to the role description and the list of essential skills, experience and qualities.**

When writing about the skills you have make sure to link these to your experiences.

Everything you say should be backed up by an **example** to explain why you think or know that you are good at something.

For example, 'I have demonstrated ... [skill/quality] ... in this situation/task ... in this job/experience ... this involved ... [the action taken and the outcome].'

Make sure you showcase and use different examples across your experiences and jobs. Even if these are very different to the role you are applying for, there may be transferable skills you learnt there that are also applicable to this role.

You can include experiences outside of the workplace as well, for example volunteering with youth groups.

Please note, we do not expect every applicant to be able to meet all the skills, experiences and qualities listed, but we would like to know which of these apply to you and which you look forward to gaining experience in.

This section has a **character limit of approx. 3700**, this includes spaces as well as letters and punctuation.



TOP TIP:

**Quality over
quantity is
best.**

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WHY ARE YOU INTERESTED IN VOLUNTEERING WITH WDC SECTION

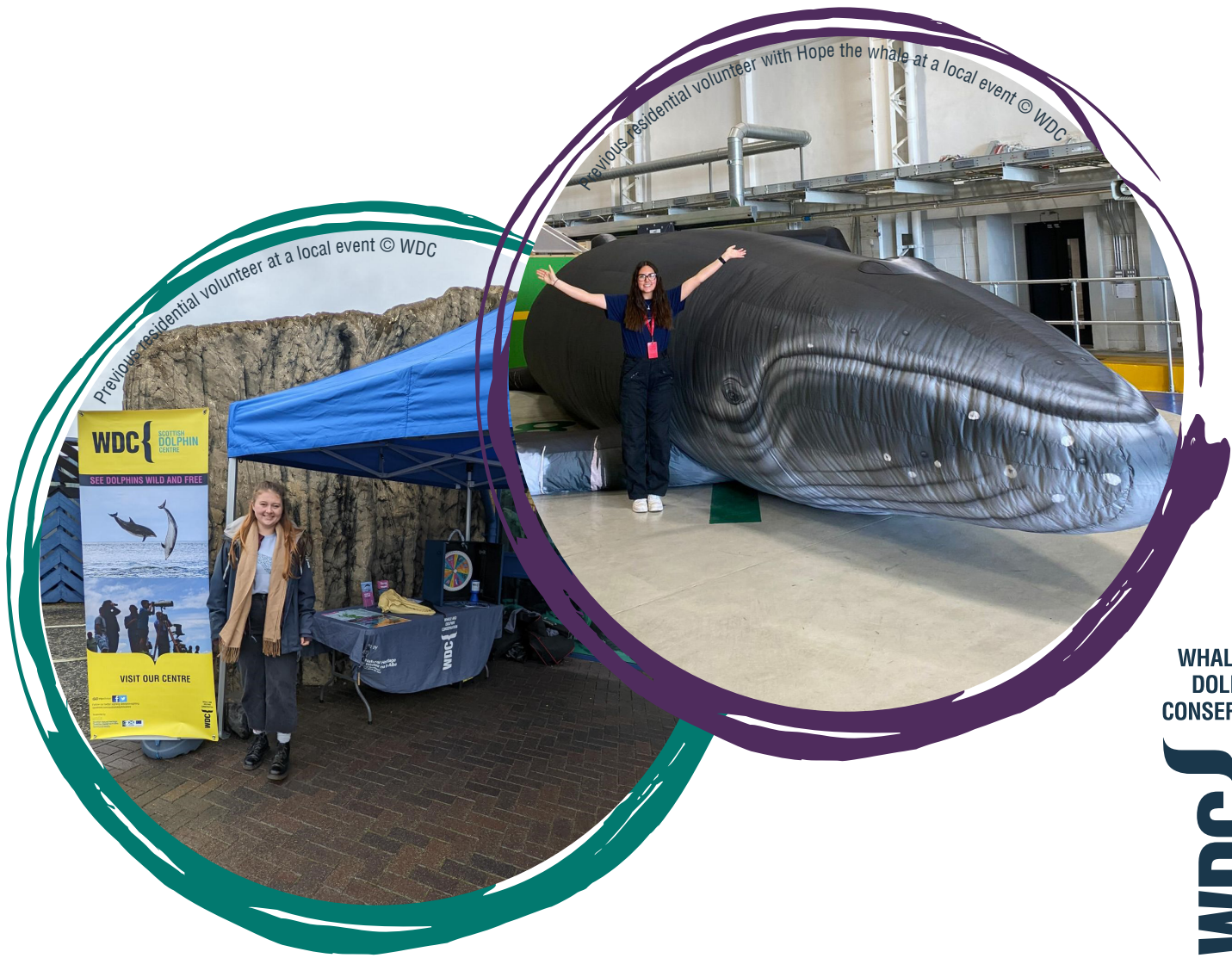
We would like to get to know a little bit about you as a person, including your interests, motivations and passions.

Use this space to tell us about any of the following:

- Tell us a bit about you as a person; your likes and dislikes, hobbies and values. Don't be afraid to add specifics rather than just a list of your interests.
- Why you are interested in WDC and working with us at the Scottish Dolphin Centre.
 - Show knowledge and interest in WDC and the Scottish Dolphin Centre and the work we do.
 - What part of the role you think you would enjoy the most.
- Why you believe you would be a good fit for our team at the Scottish Dolphin Centre.
- Any future aspirations you have.

TOP TIP:
Try and include a bit of your personality in your answer

This section has a **character limit of approx. 3700**, this includes spaces as well as letters and punctuation.



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ADDITIONAL ADVICE AND INFORMATION

- Use paragraphs and short well-structured sentences.
- Try not to repeat information.
- Check the length - remember there are character limits for some of the sections.
- Proof read - check spelling and grammar before submitting your application - both reading through everything yourself and asking someone else to also read through the application for you.
- Contact us immediately if you have any problems filling out our application form.
- We do not use any form of AI during our selection process, a human being will read your application, and we would prefer to hear from you in your own words.

OTHER SOURCES OF HELP AND SUPPORT

- WDC's website: whales.org
- Scottish Dolphin Centre website: dolphincentre.whales.org
 - [About us page](#)
 - [Residential volunteer page](#)
- University websites, for example:
 - [The University of Edinburgh](#)
 - [University of Cambridge](#)
 - [University of Glasgow](#) - advice on use of generative AI and career development.
 - If you are still at university or recently graduated, look into your universities career services for help.

Remember that we are happy to give support and advice at all stages of your application with us. You can reach us by

- Emailing volunteers.scotland@whales.org or
- Ringing 01343 820 339.



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