

Open House Dublin (OHD) 2018 - Frequently Asked Questions

In this section you can find a series of frequently asked questions, please check this section firstly before contacting us. If you have a question which isn't listed below please contact us directly and we'll update this page as well.

What is volunteering?

Volunteering is the commitment of time and energy for the benefit of society and the community, the environment or individuals outside one's immediate family. It is undertaken freely and by choice, without concern for financial gain.

What is OHD?

Open House Dublin (OHD) is Ireland's largest architecture festival, inviting all citizens to explore their city. It works through a simple but powerful idea: showcasing outstanding architecture for everyone to experience. Buildings that aren't usually accessible to the public and buildings of architectural merit open their doors for one weekend, with architectural tours provided by expert guides. All OHD tours are completely FREE!

Who are OHD Volunteers?

OHD Volunteers are the heart and soul of OHD. Part of the IAF family the core team recruit OHD volunteers to support the delivery of the largest architectural event: Open House Dublin.

Why should I volunteer for OHD?

People choose to become OHD volunteer for a variety of reasons. For some it offers the chance to give something back to the community or make a difference to the people around them. For others it provides an opportunity to develop new skills or build on existing experience and knowledge. Regardless of the motivation, what unites them all is that they find it both challenging and rewarding.

What skills are needed to be an OHD Volunteer?

We are developing many different volunteer roles for OHD 2018. All our OHD volunteer roles are public facing, which require an outgoing personality, motivation, enthusiasm and commitment! We have aimed to make roles that are open to a wide range of people but certain roles may require specialist skills. If you have any particular skills that you think would be relevant to the roles please include these within your 'Expression of Interest'.

What will OHD Volunteers do?

OHD Volunteers support the delivery of our architectural events by carrying out various volunteer roles before and during the event. An outline of the roles are listed in the 'Expression of Interest' and specified in the "OHD Volunteer Assignment Sheet".

What is the OHD Volunteer Assignment Sheet?

The OHD Volunteer Assignment Sheet is the document containing details of your OHD volunteer role. It includes the nature, hours and location of the volunteer role, key responsibilities and your supervisor contact information.

What is a VAM?

Volunteer Area Managers (VAM) are experienced volunteers who are responsible for multiple buildings and maintaining a constant line of contact with the OHD team. VAMs will be responsible to coordinate volunteers in their assigned areas and report back to the OHD team.

What is a VTG?

Volunteer Tour Guides (VTG) work closely with the building managers, the public, the volunteer area manager team and volunteers. Tour guides are responsible for leading tours at scheduled times, help to protect the health and safety of all visitors, and play a part in safeguarding the property and its assets. This role requires some level of independent research on the assigned building and the production of any material needed during the tour.

How can I become involved with OHD?

If you want to become part of the OHD family please fill out the Expression of Interest.

Is there a deadline to register as OHD Volunteer?

OHD is happening on the 12-14th October. Last available date to register is Sunday 7th.

How much time to I need to volunteer?

We expect our OHD Volunteers to be able to commit to a minimum of one shift or four hours volunteering. For VAMs and VTG this may differ but will be no more than eight hours.

What age do I have to be to volunteer?

Applicants must be 18 years of age or over by the first day of the event. There is no upper age limit on volunteers...you are never too old to volunteer!!

Can I volunteer together with my family or friends?

Yes. Please indicate your friend/relative name on the Expression of Interest.

Will volunteering with IAF affect my Social Protection payments?

Please visit the [Citizen Information website](#) for further information.

If I apply, am I automatically selected?

We try our best to place all our volunteers across the many events taking place during OHD. Details of your volunteer role will be send with the OHD Volunteer Assignment Sheet.

I am having technical difficulties with the application form. What do I do?

If you have followed all the advice provided throughout the process and the problem persists please [get in touch](#) with us.

How do I withdraw my application if I decide I no longer wish to volunteer for OHD?

We would encourage you to contact us before withdrawing and let us know if there is anything we can do to support you in continuing your volunteering journey. To do this please send an [email](#) with the subject title: Wish To Withdraw.

Can I swap or choose another volunteer role?

No, if you have been selected for a role it is because the role matches your skills and experience. However, you may be selected for more than one role and this will be communicated with the 'Volunteer Assignment Sheet'.

How can I find out more about the volunteer role that I've been offered?

All the information about your OHD volunteer role will be specified in the "Volunteer Assignment Sheet".

Do I need to be physically fit to volunteer?

No, there are a range of volunteer roles available which are appropriate for varying levels of physical fitness. However OHD is an outdoor festival and there are times when you may be standing for long periods...which may be in the sun or rain. So come prepared, wear suitable clothing, drink plenty of water and let somebody know if you're in difficulty or feeling unwell!

What about garda vetting? What's involved?

Only volunteers who are appointed for OHD Junior Events will be Garda vetted.

Will accommodation be provided for volunteers?

No. It's the responsibility of the volunteer to arrange, and pay for, their own travel and accommodation.

If I am a member of OHD Volunteers do I have to pay for my own refreshments?

Yes.

Do you cover transport costs to and from OHD induction sessions and events?

We ensure that all training sessions and events are accessible by public transport.

Will there be training for OHD volunteers?

Yes. In order to take part each OHD volunteer will have to complete 1-hour volunteer induction session. This will give you fantastic preparation and a chance for you to get to know other OHD Volunteers, the OHD Team and other IAF staff before you start your volunteering experience.

What is the purpose of OHD volunteer induction?

For us to get to know you and to give you a chance to get to know us a little better. To prepare you for the OHD event and ensure you feel comfortable and confident in your role. All OHD volunteers will receive all relevant and essential information to make you as equipped and informed as possible.

When will volunteer induction sessions take place?

You will be notified by email a minimum of one week in advance and then generally take place ten to seven days in advance of an event.

Where will volunteer induction sessions be held?

Induction sessions are held in our IAF Headquarters on 15 Bachelor's Walk, Dublin 1.

I have applied. What happens next?

Your 'Expression of Interest' will commence the process to become an OHD Volunteer. We will contact you via email to advise you and send you the OHD Volunteer Agreement and Handbook to agree our mutual commitment and expectations.

Can I make changes to my application?

If your availability for the event changes please [let us know](#) as soon as possible and we will update your profile. Please use the subject: 'Volunteer Details Update'.

How will I know if my application has been successful?

All applicants will be notified of the outcome of the selection and assignment process by email.

How will I receive information about current/upcoming volunteering opportunities?

Please make sure to select the right option in our Data Protection Policy section in the 'Expression of Interest'.

What happens if I'm not really happy with the volunteer opportunity?

Don't worry, this can happen. We are always hands on to support our volunteers. If it doesn't work out you should let the [OHD volunteers coordinator](#) know your wish to resign.

I am working full time. Can I still volunteer?

Yes, OHD takes place mainly at the weekend. Just inform us of your availability and we'll see what's open to you.

As a person with a disability, can I apply to be a volunteer?

Yes and you have been asked to provide any applicable details within your 'Expression of Interest'.

As a person with a disability, will you provide reasonable adjustments so I can carry out my volunteer role?

Yes, we always aim to match volunteers with a role that is both suitable and enjoyable. Please do let us know of any particular access requirements so we can support you effectively. Our Bachelor's Walk building, our Info Hub and Volunteer session venue, is wheelchair accessible.

As a person with a disability, will I be able to volunteer alongside my support worker/personal assistant?

Yes, we endeavour to support all volunteers as best we can and please do let us know of any support requirements. We actively encourage support workers / Personal assistants to join you during your volunteering experience.

None of these FAQs answers my question. What do I do now?

If we haven't covered your question please [get in touch](#) with us.