

WELCOME TO BELFAST TRUST



We are looking forward to
seeing you at our
Welcome Event on
Monday 6th July 2026



1 Venue: Belfast Castle Time: 9.00-15.00

This a mandatory Welcome Event, that should be attended by all new to Belfast staff. You do not need to confirm your attendance, we are expecting you. NOTE: If you have not completed your Training Pack before the event you will be required to stay until 4pm to complete.

2 COMPLETE YOUR TRAINING PACK

MUST be completed before attending Welcome Event

This statutory mandatory training is required for all staff to complete ahead of the Welcome Event. Link to complete this is provided below. Completing this ahead of time ensures you can leave the event an hour earlier.

3 APPLY FOR YOUR ID/SECURITY PASS

MUST be completed before attending Welcome Event

Please do this as soon as possible so that it is ready for you to collect at the Welcome Event. *Ensure you bring photo ID with you to the Welcome Event so we can hand over your ID/Security pass on the day.*

LEARN MORE ABOUT THE EVENT

WHAT TO WEAR |
MAP | PARKING | TRAVEL
RUNNING ORDER | & MORE



DO MANDATORY TRAINING PACK

BEFORE YOUR WELCOME
EVENT!



APPLY FOR ID/SECURITY PASS

BEFORE YOUR WELCOME
EVENT!





DETAILS

This event is designed for all new staff, it is an opportunity to connect with colleagues across different disciplines, gain insight into how we work together as a team, and learn more about the values and vision of our organisation.

What time does the Welcome Event start and end?

Registration will begin from 9AM and the day will begin at 9:30AM sharp. If you have completed your statutory mandatory training pack you can leave at 3PM. If you have not completed your training pack you will be required to stay until 4PM to complete this.

You must attend the entire day.

Is attendance mandatory?

Yes, attendance is mandatory and certificates are provided on completion to be shared with managers. In exceptional circumstances please contact BHSCTOnboarding@belfasttrust.hscni.net if you cannot attend.

Where is the Welcome Event?

The event is hosted in Belfast Castle.

Belfast Castle, Antrim Road,
Belfast, BT15 5GR

**Click here for further
guidance on traveling
to the Castle**



What should I wear?

Smart casual attire is suitable. You do not need to wear your uniform. Please note: Sports / Football tops are not permitted

Is food provided?

Yes refreshments will be provided on arrival. Lunch is provided. There will be tea & coffee at breaks also. Please email BHSCTOnboarding@belfasttrust.hscni.net with any dietary requirements.

Is there parking on site?

There is free onsite parking at Belfast Castle (spaces for everyone are not guaranteed). The main car park is located at the front of the venue with additional overspill parking also available. There are designated disabled spaces.

Continued on next page... 

Does my manager know i am attending this?

Yes all managers are aware of the Welcome Event mandatory attendance and will not expect you at your normal place of work on this day. If you do not attend they will be informed.

Do I need to bring anything with me?

Please bring some form of photo ID on the day so we can hand over your ID/Security pass.

What will be covered during the event?

During the event you'll meet key members of our organisation and participate in interactive sessions focused on our Trust Values of Openness & Honesty, Working Together and Excellence. You will have opportunities to building connections with other new staff across the organisation, understanding how different roles contribute to our shared goals, and learning about the resources available to support you in your new role.

Where should I go on arrival to the Castle?

Please report to the main Castle Reception where you will be signed in and guided to your first room.

Who will be there?

All new to Belfast Trust staff will attend the event, so it will be a mix of all professions.

Will I receive additional training after the event?

Yes, on return to your workplace you will provided with a Local Induction that will outline any additional role and/or site specific training requirements.

Will I be paid for this day at the Welcome Event?

Yes, this is considered your first day of work and you will be paid. If you have part time working arrangements you should discuss with your manager about how you will organise to get this time back during the rest of the week.

Please email BHSCTOnboarding@belfasttrust.hscni.net if you have any questions



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