



Volunteer Opportunity Details

Title of Opportunity eg driver, adviser, committee member, befriender:

Name of Organisation:

Organisation Contact for this particular volunteer opportunity.

Name:

Position:

Tel No:

Fax No.

E Mail:

Why we need volunteers for this opportunity (no more than 35 words).

About the opportunity – benefits to volunteer and user (no more than 150 words).

Where does the opportunity happen and what are the travel details?

Which one of the following activities or themes best matches the volunteer opportunity? Please tick.

- | | | |
|--------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Administration/Office work | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Advice/Information giving |
| <input type="checkbox"/> Homebased Volunteering | <input type="checkbox"/> Advocacy/Human Rights | <input type="checkbox"/> Justice/Legal assistance |
| <input type="checkbox"/> Arts (Music/drama/crafts) | <input type="checkbox"/> Languages/Translating | <input type="checkbox"/> Befriending/Mentoring |
| <input type="checkbox"/> Library/Information Management | <input type="checkbox"/> Campaign/Lobbying | <input type="checkbox"/> Management/Business Skills |
| <input type="checkbox"/> Care/Support worker | <input type="checkbox"/> Marketing/PR/Media | <input type="checkbox"/> Catering |
| <input type="checkbox"/> Online volunteering | <input type="checkbox"/> Charity Shops/Retail | <input type="checkbox"/> Playschemes/Childrens Clubs |
| <input type="checkbox"/> Community/Economic/Development Work | <input type="checkbox"/> Practical/DIY | <input type="checkbox"/> Finance/Accountancy |
| <input type="checkbox"/> Committee Work | <input type="checkbox"/> Research/Policy work | <input type="checkbox"/> Computing |
| <input type="checkbox"/> Residential Volunteering | <input type="checkbox"/> Short term/Seasonal volunteering | <input type="checkbox"/> Conservation/Gardening |
| <input type="checkbox"/> Counselling | <input type="checkbox"/> Specialist/Technical | <input type="checkbox"/> Disaster/Emergency relief |
| <input type="checkbox"/> Sports, outdoor activities | <input type="checkbox"/> Driving/Escorting | <input type="checkbox"/> Tutoring/Supporting Learners |
| <input type="checkbox"/> Equal Opportunities/Race | <input type="checkbox"/> Volunteering for under 16s | <input type="checkbox"/> Youth work |

Which one of the following areas of work or issues best matches the volunteer opportunity?

Please tick.

- | | | |
|-----------------------------------------------------|--------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Human/Civil rights/Justice | <input type="checkbox"/> Anti-poverty work |
| <input type="checkbox"/> Learning disabilities | <input type="checkbox"/> Arts (music/drama/crafts) | <input type="checkbox"/> Mens' Groups |
| <input type="checkbox"/> Carers | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Children |
| <input type="checkbox"/> Museums/Galleries/Heritage | <input type="checkbox"/> Crime/Safety | <input type="checkbox"/> Offenders/Ex-offenders |
| <input type="checkbox"/> Disaster/Emergencies | <input type="checkbox"/> Overseas aid/Developing world | <input type="checkbox"/> Drugs/Alcohol issues |
| <input type="checkbox"/> Physical disability | <input type="checkbox"/> Education/Literacy | <input type="checkbox"/> Refugees/Asylum seekers |
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Religion/Faith | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Sensory impairment | <input type="checkbox"/> Ethnic minorities | <input type="checkbox"/> Sport/Outdoor activities |
| <input type="checkbox"/> Families | <input type="checkbox"/> Tackling Unemployment | <input type="checkbox"/> Gender/Sexuality |
| <input type="checkbox"/> Womens' Groups | <input type="checkbox"/> Health/Hospitals/Hospices | <input type="checkbox"/> Young people |
| <input type="checkbox"/> Homeless/Housing | | |

Are there any restrictions on who can be a volunteer? eg age, gender.
If yes, please explain why restrictions apply.

Please tell us the number of volunteers you need for this opportunity.





VOLUNTEER CENTRE ANGUS

What skills, attitudes, experience does a person need to do this volunteer opportunity?

Do you want this opportunity to appear on the Volunteer Centre Website?

Yes No

When a volunteer opportunity appears on the website, contact details will be displayed.

Do you want these contact details to be:-

The Volunteer Centre's Your organisation's

When does the volunteer opportunity start?

Is there an end date? If yes please enter _____ or is it ongoing (tick if YES)

Would a volunteer be expected to give a certain number of hours each week and/or stay for a certain length of time? If Yes, please describe eg 4 hours a week needed and/or minimum 3 month commitment required.

What is the frequency (if applicable) of the opportunity?

daily weekly fortnightly monthly quarterly yearly

Please tick when the opportunity happens. Tick as many boxes as appropriate.

<input type="checkbox"/> Monday	am pm Eve	<input type="checkbox"/> Tuesday	am pm Eve	<input type="checkbox"/> Wednesday	am pm Eve	<input type="checkbox"/> Thursday	am pm Eve
<input type="checkbox"/> Friday	<input type="checkbox"/>	<input type="checkbox"/> Saturday	<input type="checkbox"/>	<input type="checkbox"/> Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the opportunity take place in school holidays? yes no

Does the opportunity take place in term-time? yes no

What type of insurance(s) cover this opportunity? Please tick.

Public Liability Personal Accident Public Indemnity None

Other (Please describe)

What selection method(s) will be used for prospective volunteers? Please tick.

Application Form Police checks(Disclosures) Induction/training References
 Informal chat Trial Period Interview

Other (please list)

Training and Support for Volunteers.

Yes No No but would like further details

Will the volunteer be offered induction/start up training? Yes No

Will the volunteer be offered on-going training? Yes No

Will the volunteer be offered support? Yes No

Please give a brief description of any induction and/or ongoing training/and or support to the volunteer.

Will the volunteer get a named contact person from your organisation? Yes No

Is childcare (childcare costs) available for volunteers? Yes No

Is there disabled access where the opportunity happens? Yes No

Are there accessible toilets where the opportunity happens? Yes No

Are travel expenses available for volunteers? Yes No

If Yes, please give details on how and when expenses are paid eg we pay public transport rates and reimburse volunteers every week.

Who funds this volunteer opportunity?

Business Sector European Money Central Govt – Scottish Executive Health Board Trusts
 Local Council Charitable Trust Central Govt – Westminster Communities Scotland
 Local Enterprise Trust Lottery Boards(Community Funded)
 Other (please describe)

Thank you for completing the form.

The information you have given will help us to signpost prospective volunteers to your organisation, and to monitor and improve the quality of our services. The information will be entered on to our database and certain parts of it will appear on our website if you have given permission (see above). If you have decided against this, the information will be held on our database to be used by our staff to advise prospective volunteers about your volunteer opportunities. The information will be used in accordance with the Data Protection Act 1998.

I have read the information above and I confirm the details given are correct. I am authorised to sign this on behalf of my organisation.

Name: _____ Position in Organisation: _____

Signature: _____ Date: _____

Please keep a copy of this form for your own records, and return this form to:- info@volunteerangus.org.uk

