Please complete all sections of this form. If you have questions please contact us on 01636 707418

|  |
| --- |
| Name of Organisation or Group (full name) |
| Address |
| Telephone | Fax |
| E-mail address | Website |
| Contact name |

|  |
| --- |
| Aims and activities of the organisation / group:  |

Who are you working with (client group)? TICK UP TO 4 ONLY!

|  |  |  |
| --- | --- | --- |
| [ ]  Asian(All) | [ ]  Homeless People | [ ]  Refugees/Asylum Seekers  |
| [ ]  Asian (Burmese) | [ ] Housing Support Services (people receiving) | [ ]  Social Entrepreneurs |
| [ ]  Black & Ethnic Minority (All) | [ ]  Indian | [ ]  Somali |
| [ ]  Black African | [ ]  Irish | [ ]  Substance Misuse  |
| [ ]  Black African-Caribbean  | [ ]  Learning Disabilities (People With) | [ ]  Survivor of Abuse/Victim of Crime |
| [ ]  Black British | [ ]  Lone Parents  | [ ]  Tenants & Residents |
| [ ]  Carers | [ ]  Long-term/Chronic illness (People With) | [ ]  Travellers  |
| [ ]  Children | [ ]  Low Income | [ ]  Unemployed  |
| [ ]  Chinese | [ ]  Men | [ ]  Voluntary & Community Groups |
| [ ]  Disabled People (All) | [ ]  Mental Health Problems (People With) | [ ]  Volunteers |
| [ ]  Employed | [ ]  Offenders/Ex-offenders | [ ]  Women  |
| [ ]  Faith Groups | [ ]  Older People | [ ]  Yemeni |
| [ ]  Families/Parents | [ ]  Pakistan  | [ ]  Young People |
| [ ]  Gay/Lesbian/Bi/Transgender | [ ]  Physical/Sensory Impairments (People With) |  |

Where are you working? Which areas do you work in?

|  |  |
| --- | --- |
| [ ]  Balderton  | [ ]  Mansfield & Ashfield |
| [ ]  Blidworth | [ ]  Newark |
| [ ]  Collingham | [ ]  Nottingham/Nottinghamshire  |
| [ ]  Derbyshire | [ ]  Ollerton |
| [ ]  Edwinstowe | [ ]  Rainworth |
| [ ]  Farndon | [ ]  Ravenshead |
| [ ]  Elston | [ ]  Southwell |
| [ ]  Farnsfield | [ ]  Sutton on Trent |
| [ ]  Lincoln | [ ] National  |
| [ ]  Lowdham |  |
| [ ]  Muskham |  |

Primary Service TICK UP TO 4 ONLY!

|  |  |  |
| --- | --- | --- |
| [ ]  Accommodation  | [ ]  Counselling & Therapy Services | [ ]  Financial Services |
| [ ]  Advice/Information Services | [ ]  Crime/Community Safety  | [ ]  Funding & Grants  |
| [ ]  Advocacy | [ ]  Day Care Services | [ ]  Health-General |
| [ ]  Animal Welfare | [ ]  Disability | [ ]  Homelessness |
| [ ]  Arts & Media | [ ]  Domestic Abuse/Sexual Abuse | [ ]  Housing |
| [ ]  Befriending  | [ ]  Education/Childcare (pre-school, after school) | [ ]  International Aid |
| [ ]  Business Support | [ ]  Education/Training | [ ]  Low Income |
| [ ]  Campaigning  | [ ]  Employment  | [ ]  Lunch Clubs |
| [ ]  Carers Services | [ ]  Environment/Conservation  | [ ]  Mediation  |
| [ ]  Community Development  | [ ]  Faith/Religion | [ ]  Mental Health |
| [ ]  Community Services/Facilities | [ ]  Family Services | [ ]  Mentoring |
| [ ]  Out of School Provision  | [ ]  Sports & Leisure  | [ ]  Voluntary & Community Sector Support |
| [ ]  Poverty/Low Income | [ ]  Substance Misuse | [ ]  Volunteering |
| [ ]  Regeneration | [ ]  Telephone Helpline | [ ]  Women’s Issues |
| [ ]  Sexual Health | [ ]  Tenants & Residents  | [ ]  Youth Clubs/Services  |
| [ ]  Social Activities | [ ]  Translating/Interpreting  |  |
| [ ]  Social & Community Care Services | [ ]  Transport |  |

Interests This will be presented to the volunteers. Which areas of interest does the work of your organisation fit into?

|  |  |  |
| --- | --- | --- |
| [ ]  Animals | [ ]  Faith Based | [ ]  Mentoring |
| [ ]  Art, Design & Culture  | [ ]  Families | [ ]  Museums & Heritage |
| [ ]  Children | [ ]  Health, Hospitals & Hospices  | [ ]  Music |
| [ ]  Disability  | [ ]  Heritage | [ ]  Older People |
| [ ]  Disaster Relief | [ ]  Homeless & Housing  | [ ]  Politics |
| [ ]  Domestic Violence | [ ]  Human & Civil Rights | [ ]  Poverty  |
| [ ]  Drugs & Addictions  | [ ]  International Aid | [ ]  Prisoners & Ex-Offenders |
| [ ]  Education & Literacy  | [ ]  IT, Computers & Technology | [ ]  Race, Ethnicity & Migration |
| [ ]  Elderly  | [ ]  Legal & Justice | [ ]  Sports & Outdoors Activities |
| [ ]  Emergency Services & Safety  | [ ]  Lesbian, Gay, Bi & Transsexual | [ ]  Veterans & Armed Forces |
| [ ]  Employment | [ ]  Libraries | [ ]  Women  |
| [ ]  Environment & Conservation | [ ]  Mental Health | [ ]  Young People  |

|  |
| --- |
| Name of Volunteer Opportunity e.g. ‘Publicity Volunteer’ (please make the title as specific as possible) |
|  |

1. Role Contact Details

|  |  |
| --- | --- |
| Contact Name: Telephone (used by Volunteer Centre only):Public Phone: |  |
| Email (mandatory): |  |
| Role Address:Post Code: |  |

Is this role available in multiple locations?

**2. When do you require volunteers?** [ ]  Any time *(double-click to ‘check’ box)
 (type an ‘x’ where needed)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |

3. Description of the volunteer’s role - Please give accurate breakdown of tasks & make the opportunity as interesting and appealing as you can. It helps to ask yourself why a potential volunteer would want to do this role.

(2,000 characters max – including spaces)

|  |
| --- |
|  |

4. Skills (please tick)

Skills Required

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Admin |  | Good IT Skills |
|  |  | Art & Craft  |  | Language Skills  |
|  |  | Basic IT Skills – internet & email  |  | Managing People  |
|  |  | Bookkeeping & Finance |  | Maths  |
|  |  | Building & Maintenance |  | Negotiating  |
|  |  | Carpentry  |  | Organising & Planning |
|  |  | Cleaning & Tidying |  | Photography  |
|  |  | Conservation  |  | Reading & Writing  |
|  |  | Counselling  |  | Research  |
|  |  | Creative & Design  |  | UK Driving Licence |
|  |  | Evaluating & Reviewing  |  | Web Design  |
|  |  | Gardening |  |  |

Does the volunteering opportunity require any minimum skills or abilities? Things an applicant needs to *already have* to do the role & can’t be trained up for, e.g. people-friendliness for doing a customer facing role.

|  |
| --- |
|  |

5. What benefits will the volunteer get from the volunteering opportunity? E.g. experience & skills in ......., knowledge and understanding of ......., training, social contact, personal development...

|  |
| --- |
|  |

6. Directions to find the opportunity: please include bus number, which stop/landmark to get off at and any other information that will help people to find you easily.

|  |
| --- |
|  |

7. How long will you take to respond to enquiries about this role?

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  One Day | [ ]  One Week | [ ]  Two Weeks | [ ]  One Month |

8. What is the main activity/activities of this volunteer role? *(type an ‘x’ where needed)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Administration |  | Entertainment  |  | Marketing, PR & Media |
|  | Advice, Information & Support  |  | Environmental  |  | Music |
|  | Art & Design |  | Events & Stewarding  |  | Practical Work & DIY |
|  | Befriending, Buddying & Mentoring  |  | Finance & Accountancy |  | Retail & Charity Shops |
|  | Building & Construction  |  | First Aid |  | Sport & Coaching |
|  | Business, Management & Research  |  | Fundraising  |  | Support Work |
|  | Campaigning & Lobbying |  | Gardening |  | Teaching & Training |
|  | Caring |  | General & Helping  |  | Trusteeship & Committees |
|  | Catering |  | Hostels |  | Volunteer Management  |
|  | Community Work |  | IT, Technology & Websites |  | Youth Work  |
|  | Counselling  |  | Languages & Translation |  |  |
|  | Driving |  | Legal |  |  |

**9. Is this opportunity suitable for** *(double-click to ‘check’ box*individuals [ ]  Groups [ ]  One off volunteer role [ ]

 **Number of Volunteers Required**

**10. Is this opportunity open to people aged:***please tick as many as are relevant (double-click to ‘check’ a box)*

 **13+** [ ]   **14+** [ ]   **16+** [ ]   **18-25** [ ]   **18+** [ ]

11. How to find out more

12. How will you select volunteers?

 *Please tick (place an x) in all relevant boxes*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Application form** |  | **References** |  | **DBS Criminal Record Check**  |

13. What kinds of support will the volunteer receive? *type an ‘x’ to confirm:*

*The support below\* must be provided before we can register your volunteering opportunity:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Induction & training\* |  | Travel expenses |
|  | Regular support supervision\* |  | Child / carer expenses |
|  |  |  | Safeguarding Policy  |
|  |  |  | Disabled Access Available |
|  |  |  | Other (please specify below) |

|  |
| --- |
| **Other support provided:**  |

**14. Do you have the following policies and procedures in place? *Volunteer insurance is part of our minimum requirements for advertising volunteering opportunities.*** *(double-click to ‘check’ a box)*

[ ]  Volunteer Insurance Policy

15. Inclusive Volunteering

Please state any groups you particularly welcome or have the resources to support, e.g. ex-offenders, refugees and asylum seekers, people with additional needs or disabilities.

|  |
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|  |

**16. Which of the following ways would you like the opportunity to be advertised?**

[ ]  Volunteer Centre Drop-in [ ]  VC Bulletin (monthly – coming soon) [ ]  website

|  |  |
| --- | --- |
| **17. Date of completing this form:**  |  |

**Return your completed forms to:**

Volunteer Centre Newark & Sherwood Castle House, Great North Road, Newark NG24 1BY or email volbureau@nandscvs.org

Volunteer Centre Newark & Sherwood is part of Newark & Sherwood CVS (Registered Charity No. 1015841, Company no.2693602). N&SCVS is committed to equal opportunities and supporting voluntary and community groups in Newark & Sherwood

|  |  |  |  |
| --- | --- | --- | --- |
| **Received:** | **E-MAIL** | **V-BASE** | **FILING** |
| **Removed:** | **E-MAIL** | **V-BASE** | **FILING** |