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** |