



VOLUNTEERING OPPORTUNITY REGISTRATION FORM

The Town Hall, 35, High Street, Thornbury, Bristol. BS35 2AR

Tel: 01454 413392

Email: mail@volunteer-thornbury.co.uk Website: volunteer-thornbury.co.uk

Twitter: @thornburyvc Facebook: thornburyvolunteers

The information you provide on this form will be used by us to match volunteers to this opportunity.

It is important that the information is as accurate as possible. You should try to make the opportunity sound interesting, appealing and worthwhile, as this will help us a great deal in attracting volunteers to your organisation.

Organisation details are registered with us on a separate form.

We reserve the right to make changes to the information you provide when it is entered into our database. Incomplete or poorly completed forms may be returned to you for editing.

If you wish to give more information for any item than space allows, please attach a separate sheet.

For more than one opportunity, copy or print this form as many times as you require.

When completing this form, if the email address you give identifies a person (eg "JohnSmith@nameofcharity.org") please give your specific consent to our processing "John Smith's" personal details. This is needed to ensure we comply with the General Data Protection Regulation. To give consent, please tick this box.

Otherwise, please provide a generic email address (eg "volunteers@nameofcharity.org") which does not identify a specific person.

Opportunity information

Opportunity Title:

Organisation Name:

Contact Details

If the contact person for this volunteering opportunity is not the one that was given when your organisation was registered (or if you are not sure), please give details.

Contact name:

Telephone: *In full national format with initial "0"*

Email:

A contact email is always required.

Would you like to be added to our mailing list at this address? Yes No

About the opportunity

Please be as accurate as possible while remaining brief. The potential volunteer will read the details in this section when searching for an opportunity. To encourage them, please make this as informative and interesting as possible.

Description

The first sentence only of this text will appear in the list of opportunities returned from a search on our website. (The whole text will appear in the detailed opportunity display if the potential volunteer calls it up.) It would help if you could make the first sentence a concise summary and then expand on it if necessary in subsequent text.

What are you looking for?

Please provide us with the details of any experience, skills or qualifications that volunteers may need in order to participate in this opportunity.

Opportunity information

Practical considerations

You may like to say here that the opportunity is suitable for certain groups or that physical limitations apply (this could include information such that the volunteer needs to be reasonably physically fit, that no wheelchair access is available or that the location isn't accessible by public transport).

Requirements:

Please tick all that apply.

- Relevant qualification or training
- Own vehicle or access to a vehicle
- Will require a criminal record check (DBS)
- Can drive a minibus
- Driving licence
- References required

Suitabilities:

Please tick all that apply.

- Under 16s
- 16-17 year olds
- 18-25 year olds
- Over 25s
- Employee volunteers

- People seeking work
- People with a visual impairment
- People with restricted mobility
- People with a hearing impairment
- People with learning disabilities
- People with restricted confidence
- Microvolunteering
- Groups

Number of volunteers needed: *up to a maximum of 10*

Categorise your opportunity

The information you enter in this section allows potential volunteers to focus on the opportunities most suitable for them and limits applications from unsuitable candidates.

Suitable for volunteers interested in:

Tick no more than 5 choices.

Professional

- Media
- Marketing
- Health & Safety
- IT
- Legal
- Retail

Education

- Education
- Museums
- Heritage
- Literacy
- Libraries

Environmental

- Environment
- Animals
- Wildlife
- Conservation

Culture & Sport

- Festivals
- Performance
- Drama
- Sport
- Craft
- Music
- Art
- Film
- Public events
- Recreation

Crisis & Poverty

- Disaster relief
- Unemployed
- International Aid
- Emergency services
- Food banks
- Refugees
- Homeless
- Crisis Support
- Housing
- Hunger

Communities

- Women
- Men
- LGBT
- Faith
- Race & Ethnicity
- Immigrants

Crime & Justice

- Justice
- Politics
- Civil rights
- Ex-offenders
- Victim support
- Human rights
- Domestic violence
- Prisoners
- Crime

Health & Social Care

- Veterans/
Armed Forces
- Addiction
- Social care
- Disability
- Hospices
- Mental Health
- Medicine

People, Youth & Family

- Older people
- Families
- Young people
- Children

What skills will they gain?

Tick no more than 5 choices.

Creative

- Design
- Craft
- Photography
- Creative

Practical

- Building work
- Carpentry
- Catering
- Cleaning & tidying
- Outdoor work

Leadership

- Leadership
- Teamwork
- Managing people
- Governance
- Organising

Technology

- Web design
- Electronics
- IT

Academic

- Reading & Writing
- Reasoning
- Maths

Interpersonal

- Talking to others
- Counselling
- Listening
- Negotiating

What skills should they have?

Tick no more than 5 choices.

Creative

- Design
- Craft
- Photography
- Creative

Practical

- Building work
- Carpentry
- Catering
- Cleaning & tidying
- Outdoor work

Leadership

- Leadership
- Teamwork
- Managing people
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Technology

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Academic

- Reading & Writing
- Reasoning
- Maths

Interpersonal

- Talking to others
- Counselling
- Listening
- Negotiating

What activities will they do?

Tick no more than 5 choices.

Practical

- Stewarding
- Policing
- Gardening
- Construction
- Retail
- First Aid
- DIY/Odd Jobs
- Design
- Outdoors
- Driving
- Catering

Professional

- Financial control
- Management
- Interpretation
- Legal work
- Accountancy
- Translation
- Business Development
- Trusteeship

Supporting others

- Mentoring
- Counselling
- Hostels
- Care work
- Befriending
- Support work
- Providing advice
- Food banks
- Escorting

Promotion & fundraising

- Lobbying
- Marketing
- Fundraising
- Campaigning
- Social media

Technology & online

- IT
- Technology
- Web development
- Virtual volunteering

Teaching & training

- Training
- Youth Work
- Coaching
- Teaching

Office

- Administration
- Receptionist
- Research

Where is the opportunity located?

- No location
- Working from home
- Local area
- Specific address

If you have selected "local area" please circle:

Thornbury South Gloucestershire Other

If you have selected 'specific address', please give details:

Address 1:

Address 2:

Town:

Postcode

When is the opportunity available?

This section allows you to set the time requirements for the opportunity.

Start date:..... End date:

At what times of day is the volunteer required?

Tick on all that apply.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Minimum time required

Hours

Per Day Week Month

Advertising start date:

Advertising end date:

Recruitment and Training

Recruitment:

Please tick all that apply.

- Application form
- Informal discussion
- Formal interview
- Trial period

Training:

Please tick all that apply.

- Induction
- Mandatory training
- Ongoing training

Referrals

We normally post volunteering opportunities to the National Volunteering Database.
Are you happy for us to do this?

Yes No

Please note that we always post opportunities to our own website, Twitter and Facebook accounts and to local media.

Additional information

Is there anything else you would like to tell us?

By signing and submitting this form, you confirm that the information you provide is true to the best of your knowledge. You also confirm that you understand that the information you give will be processed by us in accordance with the principles of the Data Protection Act 1998 and our own privacy policy. Our privacy policy is available on request and also on our website and explains how we may make use of the information you provide.

Signature: Date: