

Volunteer Centre East Dunbartonshire

VOLUNTEER OPPORTUNITY DETAILS



Please see the guidance notes before completing this form.

Fill in a separate form for each different opportunity

1 Title of Opportunity e.g. driver, administrator etc:

2 Name of Organisation:

3 Contact name for this particular volunteer opportunity:

Position: _____ Tel No: _____ E Mail: _____

4 Please give a summary of the opportunity (*no more than 35 words*). This is your chance to “sell” the opportunity to people so try to make it sound interesting and worthwhile.

5 Fuller description of the opportunity (*no more than 150 words*)

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

7 Which **one** of the following activities best matches the volunteer opportunity?

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

8 Which **one** of the following subjects/issues best matches the volunteer opportunity?

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

9 Are there any restrictions on who can be a volunteer?

Minimum Age: ____ Maximum Age: ____ Gender restrictions:

Please explain why restrictions apply:

10 Number of volunteers needed for this opportunity:

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

12 a) If you do not want this opportunity to appear on the Volunteer Centre website, please tick here:

b) If you work from home and would rather your contact details were not published on the web / directories you can choose to display the Volunteer Centre's contact details with the opportunity.

I would like to use the Volunteer Centre's contact details

13 When does the volunteer opportunity start? (dd/mm/yy):

Is there an end date? If yes please enter (dd/mm/yy): _____ **or** is it ongoing (tick if YES):

14 What are the **minimum** hours per day, week etc that a volunteer would need to do for this opportunity e.g. 4 hours per week, 2 hours per fortnight, etc:

___ Hours per [day] [week] [fortnight] [month] [quarter] (please circle)

Other (please describe): _____

15 Is there a minimum commitment expected of the volunteer e.g. 6 weeks, 3 months etc.

_____ (Enter a number) [days] [weeks] [months] [years] (please circle)

Other (please describe): _____

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

	Morning	Afternoon	Evening/Night	Does the opportunity take place in school holidays?
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the opportunity take place in term-time?
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

17 What types of insurance(s) cover this opportunity?

Public Liability Personal Accident Professional Indemnity
 Employers Liability Other: _____

18 What selection method(s) will be used for prospective volunteers?

Application Form Criminal Record (Disclosures) Induction/training
 References Informal chat Trial Period
 Interview Other(s): _____

19 Training and Support for Volunteers

	Yes	No but would like further information
Will the volunteer be offered induction/start up training?	<input type="checkbox"/>	<input type="checkbox"/>
Will the volunteer be offered on-going training?	<input type="checkbox"/>	<input type="checkbox"/>
Will the volunteer be offered support?	<input type="checkbox"/>	<input type="checkbox"/>

20 Please give a brief description of induction, ongoing training and support for the volunteer:

21 Will the volunteer have a named contact person at your organisation? Yes No

22 Is childcare/ are childcare costs available for volunteers? Yes No

23 Is there wheelchair access where the opportunity happens? Yes No

24 Are there wheelchair accessible toilets where the opportunity happens? Yes No

25 Are travel expenses available for volunteers? Yes No

If yes, please give details on how and when expenses are paid e.g. we pay public transport rates and reimburse volunteers every week. Also include mileage rates if applicable.

26. Who funds this volunteer opportunity? (Please see guidance notes)

- | | | |
|--|---|--|
| <input type="checkbox"/> Business Sector | <input type="checkbox"/> European Money | <input type="checkbox"/> Central Govt – Scottish Executive |
| <input type="checkbox"/> Health Board Trusts | <input type="checkbox"/> Local Council | <input type="checkbox"/> Central Govt – Westminster |
| <input type="checkbox"/> Charitable Trusts | <input type="checkbox"/> Local Enterprise Trust | <input type="checkbox"/> Communities Scotland |
| <input type="checkbox"/> Lottery Boards (Community Funded) | Other (please describe): _____ | |
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This information will be entered on to our database and used to help signpost prospective volunteers to your organisation, and to monitor/improve the quality of our service. It will be used in accordance with the principles of the Data Protection Act 1998. If you wish to see the information held by us about your organisation, please write to the Centre Co-ordinator at the address below.

Please take a copy of this form for your records.

Please enclose any publicity material relevant to this opportunity.

The Volunteer Centre refers prospective volunteers to your organisation and other organisations. It is for your organisation to decide whether a person referred by us becomes a volunteer of your organisation or not.

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: (please print) _____

Position in Organisation: _____

Signature: _____

Date:

Please return this form to:-

Volunteer Centre East Dunbartonshire
Office 5, 10 Rochdale Place, Kirkintilloch,
Glasgow, G66 1HZ
Telephone: 0141 578 6680
Email: admin@volunteereastdunbartonshire.org.uk