



Poole Volunteer Centre:

Floor 3, Beech House,
28-30 Wimborne Rd, Poole, BH15 2BU

Tel: 01202 675100

Email: gill.harris@poolecvcs.org.uk

Website: www.poolevolunteercentre.org.uk

Bournemouth Volunteer Centre:

Boscombe Link, 3 – 5 Palmerston Road,
Bournemouth, BH1 4HN

Tel: 01202 466130

Email: volunteeradmin@bournemouthcvcs.org.uk

Website: www.bournemouthcvcs.org.uk

Opportunity Registration

Where would you like this opportunity advertised?	Poole Volunteer Centre	<input type="checkbox"/>
	Bournemouth Volunteer Centre	<input type="checkbox"/>
	Both	<input type="checkbox"/>

Can we advertise the opportunity on the internet including the national do-it website?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Organisation name:	
Opportunity title:	
Address where the opportunity is based:	
Postcode:	
Directions (i.e. how to get there):	
Contact name: <i>(this is the name of the person the volunteer would need to contact)</i>	
Telephone No:	Fax No:
Mobile:	Email:

Times for the opportunity: (Please tick each box when volunteers will be required or circle ALL).

ALL	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a minimum number of hours is required, please state:							
Start date of role:				End date of role:			
Number of Volunteers needed?				Is the work seasonal?			
Is the role short term or long term?				Is the role part time or full time?			

Opportunity Description

Please remember to keep the description short, and make it as interesting and appealing as you can. This statement is what we will principally use to encourage volunteers to become involved in this opportunity.

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Areas of Interest: (please tick a maximum of 5 that apply to the opportunity)

Animals	<input type="checkbox"/>	Human & Civil Rights	<input type="checkbox"/>
Art & Culture	<input type="checkbox"/>	International Aid	<input type="checkbox"/>
Children	<input type="checkbox"/>	Law and Legal Support	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
Disaster Relief	<input type="checkbox"/>	Museums and Libraries	<input type="checkbox"/>
Domestic Violence	<input type="checkbox"/>	Music	<input type="checkbox"/>
Drugs & Addictions	<input type="checkbox"/>	Politics	<input type="checkbox"/>
Education & Literacy	<input type="checkbox"/>	Offenders and Ex-Offenders	<input type="checkbox"/>
Emergency Services and Safety	<input type="checkbox"/>	Older People	<input type="checkbox"/>
Environment and Conservation	<input type="checkbox"/>	Race, Ethnicity & Refugees	<input type="checkbox"/>
Families	<input type="checkbox"/>	Faith Based	<input type="checkbox"/>
Gay, Lesbian, Bi & Transgender	<input type="checkbox"/>	Sport and Recreation	<input type="checkbox"/>
Health and Social Care	<input type="checkbox"/>	Women	<input type="checkbox"/>
Heritage	<input type="checkbox"/>	Youth	<input type="checkbox"/>
Homelessness & Housing	<input type="checkbox"/>	Other (please indicate)	<input type="checkbox"/>

Type of Activity: (please tick a maximum of 5 that apply to the opportunity)

Administration	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>
Advice Work	<input type="checkbox"/>	Gardening and Conservation	<input type="checkbox"/>
Architecture, Building and Construction	<input type="checkbox"/>	General and Helping	<input type="checkbox"/>
Arts, Entertainment and Music	<input type="checkbox"/>	Languages	<input type="checkbox"/>
Befriending, Buddying and Mentoring	<input type="checkbox"/>	Legal and the Law	<input type="checkbox"/>
Business, Management and Research	<input type="checkbox"/>	Marketing, Media and Communications	<input type="checkbox"/>
Campaigning & Lobbying	<input type="checkbox"/>	Manual Work and DIY	<input type="checkbox"/>
Catering	<input type="checkbox"/>	Retail and Charity Shops	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	Sports and Coaching	<input type="checkbox"/>
Driving	<input type="checkbox"/>	Teaching, Training and Leading	<input type="checkbox"/>
Events and Stewarding	<input type="checkbox"/>	Technology and the Internet	<input type="checkbox"/>
Group Volunteering	<input type="checkbox"/>	Trusteeship and Committees	<input type="checkbox"/>
Finance and Accountancy	<input type="checkbox"/>	Youth Work	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	Other	<input type="checkbox"/>

Skills & Qualifications (Please tick which skills are required or would be helpful)

Creative	<input type="checkbox"/>	Office IT	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	Planning and organising	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	Practical	<input type="checkbox"/>
Listening and Communication	<input type="checkbox"/>	Problem Solving	<input type="checkbox"/>
Literacy	<input type="checkbox"/>	Reviewing and evaluation	<input type="checkbox"/>
Mentoring and counselling	<input type="checkbox"/>	Teaching and training	<input type="checkbox"/>
Negotiation and influencing	<input type="checkbox"/>	Team work	<input type="checkbox"/>
Numeracy	<input type="checkbox"/>	Website Development	<input type="checkbox"/>

Other skills required:
Qualifications/experience required:

Recruitment method: (please tick any that apply)

Application form	<input type="checkbox"/>	Interview	<input type="checkbox"/>
Competency Test	<input type="checkbox"/>	References	<input type="checkbox"/>
CRB check	<input type="checkbox"/>	Trial period	<input type="checkbox"/>
Informal Discussion	<input type="checkbox"/>	Not known	<input type="checkbox"/>
Information Day	<input type="checkbox"/>	Other	<input type="checkbox"/>

Opportunity Suitability: (please tick which groups this opportunity may be suitable for)

Under 16's	<input type="checkbox"/>	Large Groups (25 – 40)	<input type="checkbox"/>
Under 18's	<input type="checkbox"/>	Families	<input type="checkbox"/>
Young people (16 – 25)	<input type="checkbox"/>	With a friend	<input type="checkbox"/>
Employee Volunteering	<input type="checkbox"/>	Sensory impairments	<input type="checkbox"/>
Small Groups (2 - 10)	<input type="checkbox"/>	Physical impairments	<input type="checkbox"/>
Medium Groups (10 – 25)	<input type="checkbox"/>	Cognitive impairments	<input type="checkbox"/>

Arrangements: (Please provide details of the arrangements you have in place for volunteers)

Arrangements	Details
Age/Gender restrictions?	
Disabled access/facilities?	
Car park with disabled spaces?	
Is the nature of the work of a confidential / sensitive nature or exempt under the Sex Discrimination Act 1975?	
What expenses are covered?	
Is an induction given prior to volunteer starting?	
What training is given prior to the volunteer starting?	
Who will provide support to the volunteer?	
Is any travelling involved?	
Uniform/special clothing?	
Will the volunteer be working alone or with others?	
Do you give volunteers written descriptions of their tasks?	
Is smoking allowed?	

Policy Details: (please tick the policies that your organisation has in place)

Equal Opportunities	<input type="checkbox"/>	Ex-Offenders Policy	<input type="checkbox"/>
Health and Safety Policy	<input type="checkbox"/>	Diversity Policy	<input type="checkbox"/>
Expenses Policy	<input type="checkbox"/>	Child Protection Policy	<input type="checkbox"/>
Complaints Policy	<input type="checkbox"/>	Vulnerable Adults Policy	<input type="checkbox"/>
Confidentiality Policy	<input type="checkbox"/>	Volunteer Policy	<input type="checkbox"/>
Insurance Policy: (You will need to confirm you have insurance which covers volunteers before we can advertise opportunities for your organisation)			<input type="checkbox"/>

Driving Vacancies only:

Need own car	<input type="checkbox"/>	Needs to drive minibus	<input type="checkbox"/>
Must have four door car	<input type="checkbox"/>	Age restrictions?	<input type="checkbox"/>
Must have clean licence	<input type="checkbox"/>	Other	<input type="checkbox"/>

PLEASE NOTE:

I confirm that the details I have given are correct and that I am happy for this information to be used to promote the opportunity on behalf of my organisation. I understand that the Volunteer Centre does not screen the volunteers that it signposts to us and that it is the responsibility of my organisation to request references and complete CRB checks where necessary.

Signed	Date
Name	
Position	

Data Protection: At no time will we provide any of your details to a third party without your permission. In order to keep you up to date with information and events we may include you in our mailing list or email list. We will never sell or give our mailing lists to a third party.

Office use only:	Date received:	Entered on VBase:	Date acknowledged:
Comments:			