

# OPPORTUNITY FORM

## Office Use Only:

Date entered onto V-Base:

Opp I.D:

Affiliated?

## Opportunity Registration Information

This form will be used by us to match volunteers to this opportunity. Therefore, it is important that the information you provide is as accurate as possible. **You should make the opportunity sound interesting, appealing and worthwhile since this will help us a great deal in attracting volunteers.** We reserve the right to make changes to this information when it is entered into our database.

We regularly upload details of volunteering opportunities to the National Volunteering Database which are then available for the public to view on the do-it website:

[www.do-it.org.uk](http://www.do-it.org.uk)

**Please note: You will need to register your organisation's details on a separate form if you have not previously done so.**

## Opportunity Information

Please answer all questions on this form.

Incomplete forms may result in a delay in being able to advertise your vacancy.

**Name of Organisation:**

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**Opportunity Title:**

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**Address:**

(Where volunteering takes place)

(Town)

(County)

(Postcode)

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**Contact Name 1**

(For new volunteer centre referrals)

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**Job Title:**

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**Telephone Number:**

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**Email Address:**

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**Contact Name 2**

(For person supervising volunteers)

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**Job Title:**

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**Address:**

(Of contact person if different to above)

(Town)

(County)

(Postcode)

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**Telephone Number:**

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**Email Address:**

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**When Required:**

**Start Date:**

**End Date:**

leave blank if ongoing

**Are the Hours for this Opportunity (please tick)?**

Flexible to suit the availability of the Volunteer

Specific to this Opportunity

**Time when the Volunteer will be Required:** (E.g., 9.30am – 2.30pm)  
 (If the opportunity is time flexible i.e., working from home or at the volunteer’s convenience – tick all)

<b>Monday</b>	<input type="text"/>	<b>Friday</b>	<input type="text"/>
<b>Tuesday</b>	<input type="text"/>	<b>Saturday</b>	<input type="text"/>
<b>Wednesday</b>	<input type="text"/>	<b>Sunday</b>	<input type="text"/>
<b>Thursday</b>	<input type="text"/>		

**Description of the Opportunity:**

*(Please provide us with a short and appealing description of the opportunity. We will use this statement to encourage volunteers to become involved in this opportunity.)*

*(This statement may appear on the National Volunteering Database on the Internet.)*

Please tick if attaching a full volunteer role description

**Skills and Qualifications Needed:**

*(Please detail any skills / qualifications / attributes / experience that volunteers may need to participate in this opportunity.)*

*(This statement may appear on the National Volunteering Database on the Internet.)*

**Directions:**

*(Directions for where the volunteering will take place. (For example: Next to Tesco or, on the Godlington Industrial Estate or, by no. 53 bus to Didchester then ask for the Town Hall.)*

*(This statement may appear on the National Volunteering Database on the Internet.)*

<b>Is this Location Accessible by:</b>	Public Transport?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
	Car?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
	Are there Parking Facilities?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>Area of Interest</b> (This refers to what your organisation is about)		<b>Type of Activity</b> (This refers to what the vacancy is about)	
Tick any that apply		Tick any that apply	
Animals	<input type="checkbox"/>	Administration	<input type="checkbox"/>
Art and Culture	<input type="checkbox"/>	Advice, Information and Support	<input type="checkbox"/>
Children	<input type="checkbox"/>	Architecture and Building Work	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Art	<input type="checkbox"/>
Disaster Relief	<input type="checkbox"/>	Befriending and Buddying	<input type="checkbox"/>
Domestic Violence	<input type="checkbox"/>	Business Management and Research	<input type="checkbox"/>
Drugs and Addictions	<input type="checkbox"/>	Campaigning and Lobbying	<input type="checkbox"/>
Education and Literacy	<input type="checkbox"/>	Caring	<input type="checkbox"/>
Elderly	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Emergency Services	<input type="checkbox"/>	Community Work	<input type="checkbox"/>
Employment	<input type="checkbox"/>	Computers, Technology and Website Design	<input type="checkbox"/>
Environment	<input type="checkbox"/>	Counselling	<input type="checkbox"/>
Families	<input type="checkbox"/>	Driving	<input type="checkbox"/>
Gay, Lesbian, Bi and Transsexual	<input type="checkbox"/>	Employee and Group Volunteering	<input type="checkbox"/>
Health, Hospital and Hospices	<input type="checkbox"/>	Entertainment	<input type="checkbox"/>
Heritage	<input type="checkbox"/>	Finance Work	<input type="checkbox"/>
Homeless and Housing	<input type="checkbox"/>	First Aid	<input type="checkbox"/>
Human and Civil Rights	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>
International Aid	<input type="checkbox"/>	Gardening	<input type="checkbox"/>
Legal Aid and Justice	<input type="checkbox"/>	General and Helping	<input type="checkbox"/>
Mental Health	<input type="checkbox"/>	Hostel Work	<input type="checkbox"/>
Mentoring	<input type="checkbox"/>	Languages	<input type="checkbox"/>
Millennium Volunteers	<input type="checkbox"/>	Legal Work	<input type="checkbox"/>
Museums	<input type="checkbox"/>	Local Events	<input type="checkbox"/>
Music	<input type="checkbox"/>	Marketing, PR and Media	<input type="checkbox"/>
Politics	<input type="checkbox"/>	Mentoring	<input type="checkbox"/>
Prisoners and Ex-Offenders	<input type="checkbox"/>	Music	<input type="checkbox"/>
Race, Ethnicity and Refugees	<input type="checkbox"/>	National and International Events	<input type="checkbox"/>
Religion	<input type="checkbox"/>	Officials	<input type="checkbox"/>
Sport and Outdoor Activities	<input type="checkbox"/>	Practical Work and DIY	<input type="checkbox"/>
Women's Groups	<input type="checkbox"/>	Retail and Charity Shops	<input type="checkbox"/>
Youth	<input type="checkbox"/>	Sports Development	<input type="checkbox"/>
		Teaching, Training and Coaching	<input type="checkbox"/>
		Trusteeship and Committee Work	<input type="checkbox"/>
		Under 16 Volunteering	<input type="checkbox"/>
		Youth Work	<input type="checkbox"/>

<b>Specials and Recruitment:</b> (Please tick any that apply)			
Is this Vacancy Suitable for:		Recruitment Methods:	
Christmas Volunteering	<input type="checkbox"/>	Application Form	<input type="checkbox"/>
Summer Volunteering	<input type="checkbox"/>	Criminal Records Bureau Check	<input type="checkbox"/>
Virtual Volunteering	<input type="checkbox"/>	Independent Safeguarding Authority Registration	<input type="checkbox"/>
Duke of Edinburgh Award	<input type="checkbox"/>	Informal Discussion	<input type="checkbox"/>
People with Extra Support Needs	<input type="checkbox"/>	Interviews	<input type="checkbox"/>
Groups of Volunteers	<input type="checkbox"/>	References	<input type="checkbox"/>
13-15 yr olds	<input type="checkbox"/>	Trial Period	<input type="checkbox"/>
16-17 yr olds	<input type="checkbox"/>		
18-25 yr olds	<input type="checkbox"/>		
One off Opportunity	<input type="checkbox"/>		

<b>Arrangements</b>				
Please provide details of the arrangements made under each heading below				
<b>Age/Gender Restrictions</b> (including minimum age)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details				
<b>Disabled Access</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details				
<b>Equal Opportunities Policy</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details				
<b>Expenses</b> (legitimate out of pocket)	Petrol	<input type="checkbox"/>	Phone Calls	<input type="checkbox"/>
	Refreshments	<input type="checkbox"/>	Bus/Train	<input type="checkbox"/>
	Stationery	<input type="checkbox"/>		
Details				
<b>Health and Safety Policy</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details				
<b>Induction</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details				
<b>Insurance Cover:</b>				
<b>Employers' Liability</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Public liability</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Professional Indemnity Insurance</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details				
<b>Lone Worker Policy</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details				
<b>Safeguarding</b>				
<b>Vulnerable Adults Policy</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Safeguarding Children Policy</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details				
<b>Support on Offer</b>	Someone on Call	<input type="checkbox"/>	Physically on Hand	<input type="checkbox"/>
	Team Meetings	<input type="checkbox"/>	Supervision	<input type="checkbox"/>
	Buddy	<input type="checkbox"/>	Other	<input type="checkbox"/>
Details				
<b>Training</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details				
<b>Volunteer Policy</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details				
<b>Working Arrangements</b>	Lone Working? (alone with a client)	<input type="checkbox"/>	Working in a Team?	<input type="checkbox"/>
Does this position involve a volunteer:	Working Independently?	<input type="checkbox"/>	Working at Home?	<input type="checkbox"/>
		<input type="checkbox"/>	Other	<input type="checkbox"/>

Details					
<b>How long after initially applying could a Volunteer expect to wait before being able to start?</b>					
<b>Are you a National Charity operating and recruiting throughout the UK with a <i>do-it</i> online Poster Account?</b>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<b>Is there anything else you would like to tell us about this Opportunity?</b>

We normally post volunteering opportunities to the National Volunteering Database (NVD) which appears on the Internet at the do-it website. This would make details of this opportunity available to thousands of potential volunteers.  
**If you do not want this opportunity included on the NVD please tick the box.**

We **do not** want this Opportunity included on the National Volunteering Database:

Please select any additional Volunteer Centre(s) in Surrey where you wish to register your opportunity.									
Ash	<input type="checkbox"/>	Caterham	<input type="checkbox"/>	Cranleigh	<input type="checkbox"/>	Dorking	<input type="checkbox"/>	Elmbridge	<input type="checkbox"/>
Epsom	<input type="checkbox"/>	Farnham	<input type="checkbox"/>	Godalming	<input type="checkbox"/>	Guildford	<input type="checkbox"/>	Haslemere	<input type="checkbox"/>
Leatherhead	<input type="checkbox"/>	Lingfield	<input type="checkbox"/>	Oxted	<input type="checkbox"/>	Reigate & Banstead	<input type="checkbox"/>	Runnymede	<input type="checkbox"/>
Spelthorne	<input type="checkbox"/>	Surrey Heath	<input type="checkbox"/>	Walton	<input type="checkbox"/>	Woking	<input type="checkbox"/>		

As part of our funding depends on providing statistical information, we require your organisation to keep us informed when a volunteer is 'placed' or 'not placed' with your organisation.

Please note: This Volunteer Centre does **NOT** take up references or carry out CRB checks on potential volunteers.  
 Good Practice information on volunteer recruitment / support can be obtained from this Volunteer Centre.

<b>Signed: (on behalf of the organisation)</b>	
<b>Date:</b>	
Checked and Signed (office use only)	

This information will be held on a computer which is registered to comply with the Data Protection Act 1984. Please notify us if you consider any of the information supplied above to be confidential.

*Thank you for finding the time to fill in this form*

Please return this form to:  
 Claire Dewsbury, Residents House, Community Walk, Esher, Surrey, KT10 9RA  
 or email: [claire@vae.org.uk](mailto:claire@vae.org.uk)

**This form can be made available in large print on request  
 call: 01372 463587 for details**