**Volunteering opportunity registration form**

We use the information that you provide on this form to match volunteers to this opportunity. It is important that the information you provide is as accurate and appealing as possible.

If you have multiple roles to promote, please complete one form per opportunity.

We cannot process incomplete or poorly completed forms and these may be returned to you. If you need any help to complete this form, please call 020 3874 4139, and we will be happy to assist. WHEN YOU HAVE COMPLETED THIS FORM PLEASE RETURN IT AS A MICROSOFT WORD DOCUMENT BY EMAILTO: Alice Browne, Volunteer Centre Redbridge, aliceb@redbridgecvs.net.

|  |  |
| --- | --- |
| Name of organisation/project |  |
| Contact’s name & role |  |
| Phone number |  |
| Email address |  |
| Best way to get in touch (if by phone, when) |  |
| Website address |  |
| Title of volunteering opportunity e.g. Reception Assistant; Helpline Advisor; Community Gardener |  |
| How many volunteers are you looking for in this role? |  |

**About organisation** (Brief information about your organisation, its aims and activities. Please do not exceed 5-6 sentences.)

**Role description/ Main purpose of the role** (Detailed role description with clearly stated volunteer’s main duties, tasks and responsibilities.)

**Skills, attributes, experience and qualifications** (Specific and detailed list of essential (but not desirable) experience and skills that volunteers need to bring to the role. Please include level of experience if needed, e.g. computer skills- what programs and proficiency the volunteers need to be, ability to speak confidently on the phone / in person.)

Age requirement: (this is the minimum age of volunteer to be able to volunteer on their own for the organisation)

**What this role offers to volunteer** (List of skills and experience the volunteer can gain from the role. Whether references are provided after certain period of volunteering; what kind of references (detailed vs. dates / role name).)

**Time and location of volunteering** (How much time the volunteers need to commit (e.g. 4 hours a week) and any specific times and days of volunteering (e.g. start time at 9am on Monday, Tuesday only. The role is available at the weekends/ weekdays only).

Minimum commitment after starting the role; please state area where volunteering takes place (e.g. Ilford, at client’s home); disabled access; expenses (none, travel or subsistence or both).

**Recruitment process and support** (Describe the recruitment/ selection process for the role, e.g. application form (with VCR); by referral; online application)

Average length of recruitment process; references (number and type); DBS check; induction arrangement; training provided (length of training); training location (if different to place of volunteering); support and supervision

**Additional support provided**: If yes, what type (e.g. supported volunteering team, assisted travel, volunteering buddy, etc.)

We will normally advertise volunteering opportunities on the website of RedbridgeCVS and may also use other websites, print media and social media. Please sign below to indicate that you are happy with this approach.

|  |  |
| --- | --- |
| Signature  |  |
| Name |  |
| Position/Organisation |  |
| Date |  |

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