

**Volunteer Opportunity Registration Form**

Volunteer Centre Redbridge aims to provide a high quality service for volunteer involving organisations and volunteers. The information provided on this form is used to match volunteers to suitable opportunities. Please ensure you **complete the form** **in full** as we are unable to process incomplete forms.

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

If you have any questions or need support to complete this form, please contact us on
020 3874 4139 and we will be happy to assist.

**Organisation Details**

**Organisation**:

**Contact name**:

**Contact position**:

**Phone**:

**Email**:

**Please indicate your preferred method of communication:**

Email [ ]  Telephone [ ]  No preference [ ]

**Best day/time for us to contact you**:

**Website**:

**About your organisation**

*Please provide a brief description of your organisation’s aims and activities (no more than 300 characters):*

**Opportunity Details**

**Title of volunteering opportunity**:

**Number of volunteers required**:

**Postcode where volunteering activity takes place:** **or**

In the community (Redbridge) [ ] In the community (London) [ ]  Homebased[ ]

Other *(please specify):*

**About your project/service**

*If you are recruiting volunteers for a specific project or service, please provide a brief overview here (no more than 200 characters)*

**Role profile**

*Please describe the purpose of the role and list the main duties, tasks and responsibilities:*

**Role requirements**

*Please list any qualifications, skills, experience or personal attributes required for the role. Please be as specific as possible e.g. computer skills – which programmes and what level of proficiency is required:*

**Other requirements**

*Please tick all that apply:*

Own computer[ ] Mobile phone[ ] Landline [ ]  **I**nternet access [ ]

Drivers licence[ ] Own car/access to vehicle[ ] Insurance cover [ ]

Other *(please specify):*

**Minimum age requirement:**

**Minimum age requirement for volunteers accompanied by a responsible adult**:

**What the role can offer volunteers**

*Please give details about what volunteers can expect to gain in exchange for their time e.g. meet new people, learn new skills etc.:*

**Other benefits for volunteers**

*Please tick all that apply:*

N/A [ ]  Travel expenses [ ]  Meal expenses [ ]  Celebration event [ ]

Volunteer awards [ ]  Basic reference [ ]  Detailed reference [ ] Other *(please specify):*

**Minimum length of service before references can be provided:**

**Time Commitment and Hours**

**Minimum commitment in hours:** *per week/month/term/other* *(please specify):*

**Minimum length of commitment** *(e.g. 6 months, 1 year, etc.)****:***

**Volunteering days and times:**

*If your opportunity is flexible, please tick all that apply:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

**Set start and finish times** *(if applicable)*:  **If your opportunity is flexible/varied, please give details below**:

**Access and Support**

**Transport**

*Please provide details of the nearest station and nearby bus routes:*

**Support for volunteers**

*Please indicate how volunteers will be supported in their role. Tick all that apply:*

Volunteer handbook [ ]  Induction **☐** Named supervisor **☐** Regular supervision [ ]

Training [ ]  Other (please specify):

**Compulsory training**

*If volunteers are required to take part in compulsory training, please provide details here along with the length of training and postcode (if different from volunteering location):*

**Accessibility**

*Please tick all that apply:*

Wheelchair accessible[ ] Accessible toilet facilities[ ] Accessible parking bay[ ]

Induction loop[ ] Voice to text software[ ] Information in alternative formats[ ]

Depends/multiple venues [ ]  Other *(please specify):*

**Support for volunteers with additional needs**

*Please give details of any additional support you are able to offer e.g. volunteering buddy, assisted travel, supported volunteering team:*

**Application and Selection**

**Brokerage support**

*How would you like the brokerage team to refer interested applicants?*

Please provide us with applicants’ contact details [ ]

Please provide interested applicants with instructions on how to apply [ ]

**Application process**

Email [ ]  Application form [ ]  CV and covering letter [ ]  Online form: [ ]

Other *(please specify):*

**Contact email for applications** *(if different to the person completing this form):*

**Selection process**

*Please tick all that apply*

Formal interview [ ]  Informal interview [ ]  Volunteering ‘taster’ [ ]  Trial period [ ]

Test *(please specify)*: Other *(please specify):*

**DBS check required:** Yes [ ]  No [ ]

**References required:** Yes [ ]  No [ ]

**Number of references**:

**From whom** *(e.g. family/friend, professional/education):*

**Time period covered**:

**Is your opportunity exempt from Rehabilitation of Offenders Act 1974:** Yes [ ]  No [ ]

**Average length of recruitment process**:

**Does your opportunity have a deadline for applications:** Yes – dd/mm/yy No [ ]

**Additional information**

*Please use this section to provide any additional information not covered elsewhere in this form:*

By completing and returning this form you are confirming that you are happy for Volunteer Centre Redbridge to advertise your opportunity on the RedbridgeCVS website and other websites as appropriate, as well as using printed and social media.

**Once you have completed this form, please return it in Microsoft Word format by email to Alice Browne, Volunteer Development Coordinator:** **aliceb@redbridgecvs.net**

Volunteer Centre Redbridge is part of RedbridgeCVS. RedbridgeCVS is a registered charity (1005075) and a registered company limited by guarantee in England (2569614). Our registered address is 103 Cranbrook Road, Ilford, Essex IG1 4PU.