



Volunteer Centre

Patchway Filton & The Stokes

tel: 01454 868986 **email:** info@volunteercentre-pfs.org.uk

Address: Volunteer Centre, The Hub, Rodway Road,
Patchway, Bristol. BS34 5PE

Opportunity Registration Form

Thank you for your enquiry to register a new volunteering opportunity with the Volunteer Centre.

Please complete and return the enclosed registration form together with several copies of any promotional material regarding the role (if you have any).

Completion of the enclosed form will provide us with sufficient information to promote your volunteering opportunity to those actively seeking voluntary work. Please be as specific as possible when outlining the nature of the work involved enabling prospective volunteers to engage with the role and what's required of them.

Once the role is registered, we'll contact you when someone wishes to apply for it (occasionally a volunteer may contact you direct). Where we make the introduction, we would urge you to contact the volunteer as quickly as possible as it's very important to maintain a volunteers level of interest as well as establish yourself as a credible Organisation.

After a referral's been made we'll keep a check on your progress and we'd be grateful if you would notify us if a volunteer starts with you. This will enable us to take instructions with regards to any further volunteering requirements.

We look forward to supporting you in your efforts to find volunteers and please don't hesitate to contact us if you have any queries.

The Volunteer Centre Team



Volunteer Centre

Patchway Filton & The Stokes

tel: 0117 940 2056 email: info@volunteercentre-pfs.org.uk

post: c/o Patchway Library, Rodway Road, Patchway, Bristol. BS34 5PE

Opportunity Registration Form

VOLUNTEERING OPPORTUNITY

Name of Organisation

.....

Role Title (Please provide a short and appealing title for the volunteering role)

.....

Number of volunteers required for this role

.....

Address of where volunteering takes place (if different from Organisation address)

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.....

.....

Contact Name (if different to Organisation contact person)

.....

Telephone.....

email.....

Type of opportunity (*tick relevant box*)

Short term	Short term assignment with a start and end date (see below)	
Part time	An activity requiring an ongoing regular commitment	

If a short term assignment, please provide the start and end date

Start date End date

Please indicate if the opportunity is available on specific days/times of the week, or leave blank if the hours can be flexible.

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
am							
pm							
eve							

Internet Advertising (Recommended) We post volunteering opportunities onto an online national volunteering database (www.do-it.org) where your opportunity will be available to volunteers searching on-line as well as other Volunteer Centres.

You can advertise roles with us for as long as you wish, indicating your dates below. For ongoing or long term advertising we recommend an end date 12 months ahead. We will contact you upon expiry and adverts can be renewed or amended at any time as required.

None of your contact details are included on do-it adverts as we will handle enquiries on your behalf. Please leave blank if you **DO NOT** wish this opportunity to appear on do-it.org.uk.

Start Date **End Date**.....

Description of opportunity

In the style of an advert, please provide an appealing description of the opportunity and the tasks involved (information can be taken from your role description)

Opportunity requirements

Please provide details of any skills, qualifications or personal attributes that volunteers may need to participate in this opportunity. Please also provide any specific criteria that volunteers need to meet if appropriate e.g. minimum time commitment required

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Opportunity categories (Please indicate the areas of interest and/or activity this role applies to)

Areas of Interest:	Type of Activity:
Animals	Administration
Art and culture	Advice, Information and Support
Children	Architecture and Building Work
Disability	Art
Disaster Relief	Befriending and Buddying
Domestic Violence	Business, Management and Research
Drugs and Addictions	Campaigning and Lobbying
Education and Literacy	Caring
Elderly	Catering
Emergency Services	Community Work
Employment	Computers, Technology and Website Design
Environment	Counselling
Families	Driving
Gay, Lesbian, Bi and Transsexual	Employee and Group Volunteering
Health, Hospitals and Hospices	Entertainment
Heritage	Finance Work
Homeless and Housing	First Aid
Human and Civil Rights	Fundraising
International Aid	Gardening
Legal Aid and Justice	General and helping
Mental Health	Hostel Work
Mentoring	Languages
Millennium Volunteers	Legal Work
Museums	Local Events
Music	Marketing, PR and Media
Politics	Mentoring
Prisoners and Ex Offenders	Music
Race, Ethnicity and Refugees	National and International Events
Religion	Officials
Sport and Outdoor Activities	Practical Work and DIY
Women's Groups	Retail and Charity Shops
Youth	Sports Development
	Teaching, Training and Coaching
	Trusteeship and Committee Work
	Under 16 Volunteering
	Youth Work

GROUP VOLUNTEERING

Would your opportunity be suitable for ad-hoc group volunteering including employed people who receive time off for volunteering in the community?

Children (supervised) e.g. Scouts, Guides or Dreamscheme	
18-25 year olds registered with v.involved youth volunteering	
Employee Volunteering	
Groups – small (2-10)	
Groups – medium (10-25)	
Groups – large (25-40)	
Groups – very large (40+)	

RECRUITMENT

Method of selection (please tick)

Application Form Formal interview References
 Police check Informal discussion Trial Period

Other.....

Volunteers with extra support needs

Can you accommodate volunteers who may have extra support needs (in terms of health or disability)? Yes No

Mailing Preference

In order to keep you up to date with information and events we may include you in our mailing list or email list. Are you happy to receive occasional information via email or post?

Yes No

Data Protection

1. At no time will we provide any of your details to a third party without your permission.
2. You have the right to see any information about you that we hold in a retrieval system such as a computer database or paper index system.
3. You have the right to challenge us about any information relating to you we hold in a retrieval system and have this changed.
4. You have the right for your details to be removed from a retrieval system.
5. We may compile statistical data from time to time but this will never include references to a particular individual.
6. We will never sell or give our mailing lists to a third party.

Acknowledgement

By submitting this to us, you acknowledge that the Volunteer Centre does not screen or vet any volunteers who register with them and that it is this Organisation’s responsibility to conduct appropriate selection and supervision procedures in line with good practice in the management of volunteers.