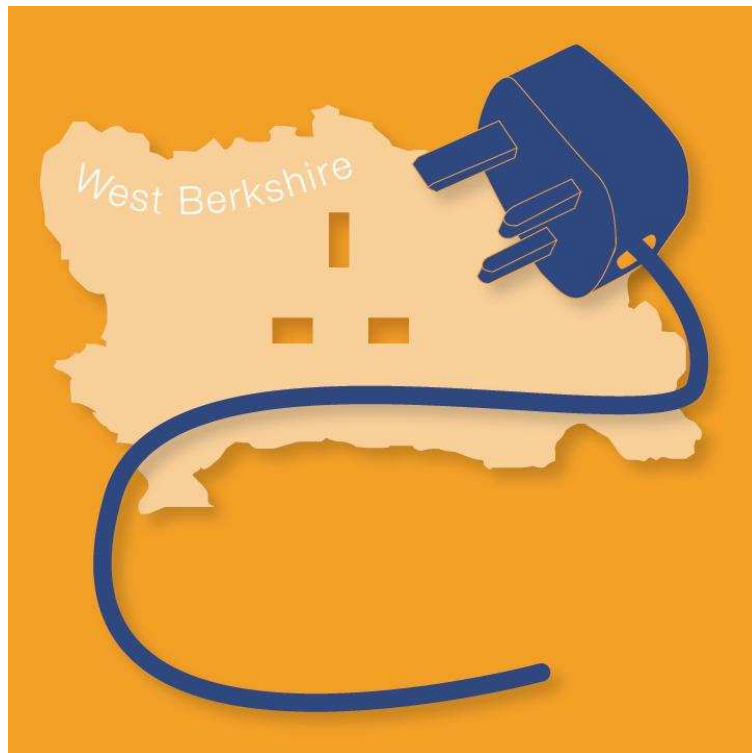




Charity Number 285937

# Registering Volunteer Opportunities



***Connecting your organisation to volunteers in  
West Berkshire***

# Information on Registering Opportunities

## Why Register?

If **volunteers are vital to your organisation**, then by registering your roles with us you can ensure your requirements are available to the hundreds of potential volunteers who approach us each year to seek advice, information on volunteering in West Berkshire.

We will register your needs on our database that is explored by individuals who are searching for volunteer roles to match their interests, time, skills and passions.

## Completing the Form - Tips & Hints

- Remember your volunteer opportunity will be amongst 400 other opportunities to volunteer in West Berkshire – you need to make yours “shine”.
- Describe the volunteer opportunity in an interesting and appealing way.
- Ensure you clearly explain the role and give an overview of the tasks you need volunteers to undertake and an overview of the time commitment required.
- Take care that the content is accurate and the contact details are correct.
- Consider carefully what checks you will need to undertake, such as references or DBS checks.
- Remember that time spent completing the form thoroughly could attract people who will give hundreds of hours to your organisation!

## How we promote your opportunity

- The opportunity will be registered on our database of volunteer opportunities and be visible to any individual expresses an interest in the type of volunteering you are offering – either when they visit us, or if they enquire online.
- The details will be included in our regular bulletins of volunteer opportunities that get circulated widely and also get featured in local media.
- We upload details of volunteering opportunities to the National Volunteer Database – [www.do-it.org.uk](http://www.do-it.org.uk), individuals are able to search the website and find opportunities that match their interests. Partial details of the organisation offering the volunteering opportunity are also uploaded, but not contact details.

## Volunteer referrals

If **anyone expresses an interest in volunteering for your organisation** having seen details on our database, you may receive their details in two ways:

- We may contact you via phone or email to let you have the details of anyone who is interested.
- Individuals might contact you themselves, but we do ask them to let you know they received the details from us.

**Important: Potential volunteers can quickly become disappointed if their interest is not followed up promptly – we recommend that you make contact with them within 2 to 3 days**, otherwise they will lose interest. If you will be away, or are unable to deal with them immediately, at least arrange for their interest to be acknowledged. Whilst it can take time to process paperwork – references, crb checks etc – please do ensure you keep them informed at all times so they don't feel forgotten.

## Keep us informed!

We welcome your support and feedback in a number of ways:

**It is important to us and potential volunteers that the information we hold on our database is accurate** please ensure you contact us anytime there is a change to your details, or if you are no longer seeking volunteers.

**If an individual commences volunteering for you, please do let us know** – as well as finding the information interesting, it enables us to accurately monitor our statistics – and as a registered charity this information is essential for our fundraising efforts.

**We would very much appreciate recognition for our support at all possible opportunities** – such as mentions on websites, in annual reviews.

## How to Register your opportunity

Complete the attached form and return it to us by email to [vbase@vcwb.org.uk](mailto:vbase@vcwb.org.uk), or post:

Volunteer Centre West Berkshire, 1 Bolton Place, Northbrook Street,  
Newbury, Berks RG14 1AJ

If you have any queries please call us on **01635 49004**.

# Volunteer Opportunity Registration Form

## Organisation Details

**Organisation Name:**

*Note: The details below should be the main contact information of the organisation registering the opportunity.*

**Address & Postcode:**

**Main Telephone Number:**

**Main email address:**

**Website:**

*Note: The details below should be the main contact that we would liaise with in connection to volunteering*

**Name:**

**Job Title:**

**Address & Postcode** *(if different from the main organisation address given above):*

**Telephone Number/s:**

**email address:**

**Directions:**

*Please provide some brief directions.*

## Organisation Purpose & Activities

*Note: Please give an overview of the main aim of your organisation and a brief overview of the activities and projects it runs – in short, what does it do?!*

**Please continue to the next page to enter details of the volunteer opportunity.**

## Volunteer Opportunity Details

**Opportunity Title:**

*Note: Please provide a short and appealing title for this opportunity – like a job title*

**Description:**

*Note: What do you want volunteers to do? You should make this interesting and appealing – like a job description.*

**Time Commitment:**

*Note: Please give an estimate of the time a volunteer would need to commit to the role, for example – a couple of hours a week, or one morning or one afternoon a week. Are they required on a specific day or days of the week?*

**Skills, Qualifications and Personal Attributes required:**

*Note: Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity. You can also give details of any personal attributes required – for example sense of humour!*

**Location of Volunteer Opportunity**

*Note: Where do volunteers need to travel to in order to undertake this volunteer opportunity?*

**Recruitment Method**

*Note: Please indicate which of the following methods will be used to recruit volunteers – more than one can be chosen.*

|   |  |
|---|--|
| <b>Application form</b>                     |  |
| <b>Informal Discussion</b>                  |  |
| <b>Interviews</b>                           |  |
| <b>DBS Check</b>                            |  |
| <b>References</b>                           |  |
| <b>Trial Period</b>                         |  |
| <b>Other (please specify brief details)</b> |  |

## Other Arrangements

|   |  |
|---|--|
| Age/Gender Restrictions:  |  |
| Disabled Access:  |  |
| Does the organisation have an equal opportunities policy?           |  |
| Are expenses offered?   |  |
| Does the organisation provide an induction for new volunteers?      |  |
| Does the organisation have insurance cover extending to volunteers? |  |
| What training and support is offered to volunteers?                 |  |

### Contact Details:

*Note: Who do potential volunteers need to contact to discuss this opportunity?*

Name:

Telephone Number:

email address:

I confirm this information is accurate and that I have read and understood the additional guidance notes:

Signed:

Date:

Name:

### 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.