## Opportunity Registration

**PLEASE TAKE TIME TO READ THROUGH THE GUIDANCE SET OUT BELOW**

**Only for organisation already registered with VCCroydon on VCConnect**

**What do we need from you?**

Please complete the form providing as much information as you can, however if you require any support completing this form don’t hesitate to get in touch with us.

* ***Potential volunteers will be able to see the volunteering opportunities that you would like us to promote for you, so please provide as much information as possible***

Please respond to the potential volunteer within the requested 7 day timeframe

* ***If a potential volunteer is interested in your opportunity we will forward their name and email address to you and it is then your responsibility to contact the potential volunteer within 7 days of receiving the email from us***

Please provide the volunteer with information on your recruitment procedure including an application form and what the next step would be if they wanted to apply.

* ***Please note that volunteers may be looking at many different opportunities with various organisation and this is your chance to invite them to volunteer with you.***

Keep the Volunteer Centre updated on changes of emails, phone number and contact person

* ***This is essential as this information is passed on to potential volunteers***

Let the Volunteer Centre know once you have a volunteer start or if the role is no longer available

* ***This provides evidence on how many individuals have started volunteering in Croydon. Prevents us from providing incorrect information to volunteers if a role is no longer available and we can use this information to tweet and celebrate individuals and/or organisation on their volunteering journey/profile***

## What will Volunteer Centre Croydon do to support your organisation find volunteers

**Web/Email based service**

* We regularly upload details of volunteering opportunities to VCConnect, which are then available to the public from our own website (<http://www.cvalive.org.uk/volunteering/>)
* We will tweet your opportunity on our twitter account <https://twitter.com/VCCroydon>
* We will add your opportunity to our e-bulletin that get sent to volunteers on a fortnightly basis

**In our offices in Centrale Croydon**

* We will advertise your role on our Volunteer Opportunity Noticeboard
* One to one interviews with an advisor
	+ ***We advise potential volunteers which opportunities that may find interesting. This is based on matching information obtained from volunteers with that supplied by your organisations. The clearer the information you provide the better that match can be!***
* We support organisations to create and manage high quality volunteering opportunities.
* You will be invited to attend Volunteer Co-ordinator’s Forums and will receive updates on volunteering developments both locally and nationally (please inform us if you do not want to be added to these mailing lists).

**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.

|  |  |
| --- | --- |
| **Name of Organisation** |  |

|  |
| --- |
| **Opportunity Details**  |

The information you provide on this form will be used by us to match volunteers to this opportunity. It is important that the information you provide is as accurate as possible. You should try to make the opportunity sound interesting, appealing and worthwhile since this will help to attract volunteers.

***In most cases we will not make any changes to the information you provide but we reserve the right to make changes if needed. Incomplete or poorly completed forms may be returned to you.***

We require one form for each different volunteer opportunity.

|  |
| --- |
| **Title of Volunteer Role** (please use 70 characters or fewer and **do not include the word "volunteer,**" e.g. "Administration Support to Data Input Dept.”  |
|  |

|  |  |
| --- | --- |
| **Number of volunteers required for this opportunity**  |  |

|  |  |
| --- | --- |
| **Name of person responsible for this opportunity.** |  |
| **Job title of person named above** |  |
| Telephone Number  |  |
| Email  |  |

|  |
| --- |
| **Where is this opportunity located?** |
| No location  |  | From home |  |
| Regional or local address (Borough) |  | Specific Address (provide details below) |  |

|  |  |
| --- | --- |
| Address where the opportunity takes place |  |
| Postcode |  |
| Telephone Number |  |

|  |
| --- |
| **Directions** (Please provide details on buses, which stop/landmark to get off at) |
|  |

|  |
| --- |
| **Advertising dates** |
| **Start Date**  |  |
| **End Date** |  |

**WHAT DAYS AND TIMES DO YOU REQUIRE VOLUNTEER/S**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

Weekly ❒ fortnightly ❒ monthly ❒ (please tick)

**About the opportunity**

|  |
| --- |
| **Please provide a detailed description of the OPPORTUNITY** (please refrain from providing details on the organisation, this section should state the duties that the volunteer would carry out – therefore the more inviting it is the more likely you will be to find the right volunteer for your project) |
|  |

|  |
| --- |
| **What are you looking for?** (Interested in working in an office environment, good computer skills, friendly outgoing manner etc.)  |
|  |

|  |
| --- |
| **Suitability** (Please tick boxes if this role is suitable for, you particularly welcome, or have resources to support any of the client groups below/or type of setting) |
| People with a visual impairment  |  | With friends |  | 16yrs+ |  |
| People with restricted mobility |  | From your office |  | Over 18’s |  |
| People with additional needs |  | Online |  | Older people |  |
| Ex-offenders |  | From Home |  | University Students |  |
| Refugee & Asylum seekers  |  | Outdoors |  | Micro (under 6 hours) |  |
| People seeking work |  | 13yrs + |  | Long term Commitment |  |
| With family |  | 14yrs+ |  | Short term Commitment |  |

|  |
| --- |
| **Skills Required** |
| Admin |  | Creative & Design |  | Language Skills (*e.g. French, German, Arabic etc*) |  | Research |  |
| Art & Craft |  | Customer Service |  | Leadership skills |  | Teamwork |  |
| Bookkeeping & Finance |  | Evaluating & Reviewing |  | Maths and Numeracy |  | Time management |  |
| Building & Maintenance |  | Gardening/Environmental |  | Negotiating |  | Verbal Communication |  |
| Carpentry |  | Initiative/Self-motivation |  | Organising & Planning |  | Web Design |  |
| Cleaning & Tidying |  | IT Skills - Basic |  | Photography |  |  |  |
| Counselling |  | IT Skills -Good |  | Reading and Writing |  |  |  |

|  |
| --- |
| **What activities will the volunteer do?** |
| Administration |  | Driving |  | Legal |  |
| Advice, information & support |  | Entertainment |  | Marketing, PR and media |  |
| Art & design |  | Environmental |  | Music |  |
| Befriending, buddying and mentoring |  | Events & stewarding |  | Practical work & DIY |  |
| Building & construction |  | Finance & accountancy |  | Retail & charity shops |  |
| Business, management & research |  | First Aid |  | Sport & coaching |  |
| Campaigning & lobbying |  | Fundraising |  | Support work  |  |
| Caring |  | Gardening |  | Teaching & training |  |
| Catering |  | Hostels |  | Trusteeships & committees |  |
| Community work |  | IT, technology & websites |  | Volunteer management |  |
| Counselling |  | Languages & translation |  | Youth work |  |

|  |
| --- |
| **Requirements** (driving roles only) |
| Driving Licence |  | Own Vehicle or access to Vehicle |  |
| Can drive mini bus |  |  |  |

|  |
| --- |
| **Benefits from this role** (please describe the benefits the volunteer will get from this role) More and more volunteers are looking at what they can gain from their volunteering experience so it is really important to use this space to tell them what your organisation will be able to offer them |
|  |

|  |
| --- |
| **Please tick the kinds of support the volunteer will receive** (please note that all marked with**\*** is minimum requirement and if information is not provided we will be unable to promote this opportunity) |
| **Support** | **Tick** | **More information** |
| **\***Induction and training |  |  |
| Child care expenses  |  |  |
| **\***Regular support supervision  |  |  |
| Food Expenses |  |  |
| Disabled Access available |  |  |
| Safeguarding policy  |  |  |
| Travel Expenses  |  |  |
| **\***Role covered in your existing insurance policy  |  |  |
| **Your recruitment** (what are volunteers asked to complete or provide) |
| Application Form |  | DBS (CRB) |  | References |  |

|  |
| --- |
| **How long will it take you to respond to enquiries about this role?** (We ask for you to respond to the individual within 7 days if this is not possible please select your response time)  |
| 1 day |  | 1 week |  | 2 weeks |  | 1 month |  |

The Volunteer Centre offers organisation the use of our shop window as a way to promote their volunteering opportunities if this is something you would be interested in please tick the box and someone will be in touch with you regarding this

If you have any questions about this form please call the Volunteer Centre on 0208 253 7070

**WHEN YOU HAVE COMPLETED THIS FORM PLEASE RETURN IT TO:**

Volunteer Centre Croydon

Team Croydon Shop

Centrale Shopping Centre

North End

Croydon

CR0 1TY

Email volunteer@cvalive.org.uk

**For office use only (date completed)**

|  |  |  |  |
| --- | --- | --- | --- |
| Uploaded to VCConnect |  | Noticeboard Advert Created  |  |
| Tweeted on twitter  |  | Volunteer E-Bulletin  |  |
| Shop Window booked  |  |  |  |
| Completed by  |  | Date  |  |