

Volunteer Centre Opportunity
Registration Form (VC Connect)



Volunteer Centre
Sefton

Organisation Name: _____

Opportunity Title: _____

Description of the Opportunity: (Please provide us with a description of the opportunity. This statement is what we will principally use to encourage volunteers to become involved in this opportunity, so, try to make it interesting and appealing)

(This statement may appear on-line via the Volunteer Centre Sefton database – VC Connect)

Short Description of the Opportunity: (For mobile phones, tablets etc)

(This statement may appear on-line via on-line via the Volunteer Centre Sefton database – VC Connect)

Is this opportunity ongoing: Yes No

If No, please complete: Start Date: _____ End Date: _____

Contact for this Opportunity: (if same as Organisation main contact, leave blank)

Title: _____ First Name: _____ Surname: _____

Job Title: _____

Public Telephone number: _____
(For volunteers)

Private Telephone number: _____

Email: _____

Is the opportunity available in multiple locations? (if same as Organisation address, leave blank) Yes No

Role Address 1: _____

Postcode: _____

Directions: _____

Role Address 2: _____

Postcode: _____

Directions: _____

Role Address 3: _____

Postcode: _____

Directions: _____

How long will your Organisation take to respond to enquiries about this role?

One day	
One week	
Two weeks	
One month	

One off volunteer role:	Yes		No	
For individuals:	Yes		No	
For Groups:	Yes		No	
Age Ranges: <i>(Safeguarding policy required for 17 & under)</i>	17 & Under		18 & Over	
Number of volunteers required:				

Skills required for this opportunity:

Administration		Good I.T. skills	
Arts & Craft		Language skills	
Basic I.T. skills – internet & email		Managing people	
Bookkeeping & Finance		Maths	
Building & Maintenance		Negotiating	
Carpentry		Organising & Planning	
Cleaning & Tidying		Photography	
Conservation		Reading & Writing	
Counselling		Research	
Creative & Design		UK Driving Licence	
Evaluating & Reviewing		Web Design	
Gardening			

Skills description: (Please add details of specific skills required)

Benefits the volunteer will gain from this role:

Activities involved with this opportunity:

Administration		Fundraising	
Advice, information & support		Gardening	
Art & Design		General & Helping	
Befriending, Buddying & Mentoring		Hostels	
Building & Construction		I.T., Technology & websites	
Business Management & Research		Language & Translation	
Campaigning & Lobbying		Legal	
Caring		Marketing, P.R. & Media	
Catering		Music	
Community Work		Practical work & DIY	
Counselling		Retail & Charity Shops	
Driving (Must have full driving licence)		Sport & Coaching	
Employee & Group Volunteering		Support Work	
Entertainment		Teaching & Training	
Environmental		Trusteeships & Committees	
Events & Stewarding		Under 16 Volunteering	
Finance & Accounting		Volunteer Management	
First Aid		Youth Work	

Requirements for this opportunity:

(Note: the volunteer must agree to these criteria during the application process)

Application Form	
DBS Criminal Record Check	
References	
Informal Discussion	

Support provided to volunteers for this opportunity:

(* = Required for Volunteer Centre Sefton to promote the opportunity.
We may request evidence of your policies and good practice guidance)

*Induction & Training	
Child / Carer Expenses	
*Regular support supervision	
Food expenses	
Disabled access available	
*Safeguarding policy (*17 & under)	
Travel expenses	
*Is this role covered by your existing insurance policy?	
*Do you want your opportunity/opportunities to be promoted on the internet i.e. VC Connect?	

Volunteer support: (Please add details of any other support your organisation provides for volunteers)

Inclusive Volunteering: (Please state any groups you particularly welcome or have the resources to support e.g. ex-offenders, refugees and asylum seekers, people with additional needs or disabilities)

When are volunteer/s required?		Sat	Sun	Mon	Tue	Wed	Thurs	Fri
Please tick/ circle appropriate boxes.	AM							
	PM							
	Eve							
	All							

How did you hear about the Volunteer Centre?

(Please select one choice)

Word-of-Mouth	
Internet	
Media Coverage	
Telephone Directory	
Passing By	
Other Voluntary Organisation	
Event	
Other, Please state	

By returning this form _____ (insert organisation name): -

- agrees to being sent information about forthcoming Volunteer Centre activities e.g. Volunteer Co-ordinator forums, training events & workshops etc.
- confirms that the details are correct, and that I am happy for Volunteer Centre to promote this opportunity on behalf of my organisation through the local database and other printed materials and events.
- is willing for its organisations contacts and volunteering opportunity details to be passed to other Volunteer Centres in the Greater Merseyside area if appropriate.

Please return this form to:



Volunteer Centre , 3rd Floor, Suite 3B,
Burlington House,
Crosby Road North,
Waterloo,L22 0LG

0151 920 0726 Or by e-mail to:

info@volunteeringsefton.org.uk

For office use only

Date form returned:/...../.....

Date of Registration:/...../.....

Org. Reg no:

Copied to: -

Halton / Knowsley / Liverpool / Sefton / St Helens / Wirral

Follow up action, including updates to relevant VC's: -