

Section A—Introduction

This form is for organisations wishing to engage volunteers. This form allows your organisation to specify the particular opportunity for which you require a volunteer.

The details on this form are entered into a database system which allows for effective matching of potential volunteers with suitable opportunities and organisations.

Before recruiting volunteers, your organisation needs to have a clear understanding of what tasks they are to do. Organisations that can offer interesting and productive tasks will find it easier to attract and keep volunteers. Different people will, of course, find different tasks interesting but the design of the volunteer opportunity is important.

Section B—Guidelines for Form Completion

When completing this form it's worth remembering that this is a chance to "sell" your organisation to prospective volunteers, so keep your content interesting, easy to understand and to the point. It may take around 15 - 20 minutes to complete the form, but it could attract people who will give hundreds of hours to your organisation so it could be time well spent.

IMPORTANT: Each Opportunity requires a separate form to be completed.

e.g. driver, receptionist, administration person—three separate opportunities which would require three separate forms.

Please use BLOCK CAPITALS and a dark coloured pen when completing this form. Please complete as much as you can. If you require any assistance please call us on 01324 692000. When completed post to: Volunteer Centre Falkirk, Unit 6, Callendar Business Park, Callendar Road, Falkirk, FK1 1XR.

Section C—Data Protection Act Statement

Your privacy is important to us. We are registered under the Data Protection Act 1998 for the collection, storage and processing of limited personal information for disclosed purposes. All of our electronic data is stored securely in compliance with the Act.

The only personal information we collect for Volunteer Opportunities is a **Contact Name** (Section E). We will only disclose the Contact Name to potential volunteers if you give us permission to do so (see Section E). Denying us permission to disclose it means that the Contact Name will **only** be used by authorised officers of CVS Falkirk and District for the legitimate purposes of engaging volunteers within your organisation. Supplying a Contact Name would be extremely useful to us (and your own organisation), but it is not essential.

We **will not** disclose personal data to any other parties without your prior, written consent. You have the right to see what data we store about you, how we use it and to prevent us from using it. We reserve the right to charge a small administration fee (to cover our costs) for access to this information.

If you have any queries or concerns regarding this Statement then please write to: **Chief Executive Officer, Volunteer Centre Falkirk, Unit 6, Callendar Business Park, Callendar Road, Falkirk, FK1 1XR.**

Section D—Opportunity Overview

Title of Opportunity: _____
e.g. driver, adviser, committee member, befriender. The word 'volunteer' needn't be in the title.

Name of Organisation: _____

Summary of Opportunity: *Max. 35 words. Try to 'sell' the opportunity to potential volunteers (i.e. interesting and brief).*
For example, avoid "Receptionist wanted to answer phones, take messages and room bookings".
An alternative would be "People coming to the Mental Health Centre are often embarrassed, confused and uneasy. We need a receptionist to welcome people and make them feel as comfortable as possible".

Number of volunteers required for this opportunity: _____
This is not how many volunteers your organisation needs, but how many you require to perform the specific tasks for this particular opportunity. To ensure an effective placement is made (both for the volunteer and your own organisation) each different opportunity requires a separate Volunteer Opportunity Form to be completed and submitted.

Section G—Where and When

Where does the Opportunity happen: Our organisation's address Varies considerably
 Other: _____

Is it accessible to wheelchairs: Yes No N/a, location varies

Are there disabled access toilets: Yes No N/a, location varies

Are there parking places for volunteers: Yes No N/a, location varies

If No, where is the best place for parking: _____
For Example: on-street parking outside building for 40p per hour.

Are there disabled parking facilities: Yes No N/a, location varies

What are the travel details: _____
For Example: It is close to the train and bus stations. Bus numbers 10 and 16.

When does the Opportunity happen: School hours Normal working hours
I.e. Mon—Fri 9am—5pm
 Flexible—can be arranged with the volunteer

OR:

Tick as many boxes as appropriate. Morning Afternoon Evening/Night

Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the Opportunity take place during school holidays: Yes No

Does the Opportunity take place during term-time: Yes No

When does this Opportunity start: _____ As soon as possible

Is there an end date for this Opportunity: Yes: _____ No, it is ongoing

Section H—Volunteer Time Commitment

How much time will a volunteer need to commit to this Opportunity: _____ hours per
 day week fortnight month quarter year

Other: _____ *Please describe the kind of time commitment expected.*

Is there a minimum duration expected of the volunteer: No
 Yes: _____ days weeks months years

Section I—Volunteer Attributes

Please tick all desirable skills, aptitudes and experiences required for this Opportunity:
This list is intended to save you time when completing the form. It is not extensive, please use the space below as required.

- | | | |
|---|---|--|
| <input type="checkbox"/> Respect confidentiality | <input type="checkbox"/> Good communicator | <input type="checkbox"/> Computer literate |
| <input type="checkbox"/> Office experience | <input type="checkbox"/> Legal experience | <input type="checkbox"/> Understanding of issues |
| <input type="checkbox"/> Work on own initiative | <input type="checkbox"/> Interest in the activity | <input type="checkbox"/> Team worker |
| <input type="checkbox"/> Trustworthy | <input type="checkbox"/> Caring | <input type="checkbox"/> Experienced handling cash |
| <input type="checkbox"/> Relevant qualifications | <input type="checkbox"/> Managing budgets | <input type="checkbox"/> Typing skills |
| <input type="checkbox"/> Ability to work under pressure | <input type="checkbox"/> Dealing with the public | <input type="checkbox"/> Good listener |
| <input type="checkbox"/> Driver | <input type="checkbox"/> Emotionally stable | <input type="checkbox"/> Non-judgmental |

Now circle those items above which are ESSENTIAL prerequisites for this Opportunity.

Please detail any other skills, aptitudes and/or experiences required for this Opportunity:

Section J—Activities

Please tick all activities the Volunteer will be expected to do for this Opportunity: *You must tick at least one box.*

- | | | |
|---|--|--|
| <input type="checkbox"/> Admin/Office Work | <input type="checkbox"/> Advice/Information giving | <input type="checkbox"/> Advocacy/Human Rights |
| <input type="checkbox"/> Arts (music/drama/crafts etc.) | <input type="checkbox"/> Befriending/Mentoring | <input type="checkbox"/> Campaigning/Lobbying |
| <input type="checkbox"/> Care/Support work | <input type="checkbox"/> Catering | <input type="checkbox"/> Charity shop/retail |
| <input type="checkbox"/> Community development | <input type="checkbox"/> Committee work | <input type="checkbox"/> Computing |
| <input type="checkbox"/> Conservation/Gardening | <input type="checkbox"/> Counselling | <input type="checkbox"/> Disaster/Emergency relief |
| <input type="checkbox"/> Driving/Escorting | <input type="checkbox"/> Equal opportunities | <input type="checkbox"/> Finance/Accountancy |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Home-based volunteering | <input type="checkbox"/> Justice/Legal assistance |
| <input type="checkbox"/> Languages/Translating | <input type="checkbox"/> Library/Info. management | <input type="checkbox"/> Management/Business |
| <input type="checkbox"/> Marketing/PR/Media | <input type="checkbox"/> Online volunteering | <input type="checkbox"/> Play/Children's Clubs |
| <input type="checkbox"/> Practical/DIY | <input type="checkbox"/> Research/Policy work | <input type="checkbox"/> Residential volunteering |
| <input type="checkbox"/> Seasonal volunteering | <input type="checkbox"/> Specialist/Technical | <input type="checkbox"/> Sports/outdoor activities |
| <input type="checkbox"/> Tutoring/Supporting learners | <input type="checkbox"/> Volunteering for under 16's | <input type="checkbox"/> Youth work |

Section K—Training and Support

Recent research indicates that many potential volunteers rate support and training very highly when considering volunteering.

Will the volunteer be offered induction/start-up training: Yes No

Will the volunteer be offered on-going training: Yes No

Will the volunteer be offered on-going support/supervision: Yes No

Please supply a brief description of any training/support available to the volunteer:

Would you like further information about training and supporting volunteers: Yes No

Section L—Policy Related

Will the volunteer get a named contact person within your organisation: Yes No

Are there any restrictions on who can be a volunteer for this Opportunity: Yes No

If Yes: Minimum age: _____ Maximum age: _____

Gender restrictions: _____

Other restriction(s): _____

We need to ensure people are not being discriminated against because of their age, gender, ethnic origin etc.

Explain why restrictions apply: _____

What selection method(s) will be used for prospective volunteers: *Tick all that apply.*

- | | |
|---|--|
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Disclosures (criminal record check) |
| <input type="checkbox"/> Induction/training | <input type="checkbox"/> References |
| <input type="checkbox"/> Informal chat | <input type="checkbox"/> Trial period |
| <input type="checkbox"/> Interview | <input type="checkbox"/> Other: _____ |

What type of insurance(s) cover this Opportunity: *Tick all that apply.*

- | | | |
|---|--|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Personal Accident | <input type="checkbox"/> Public Liability |
| <input type="checkbox"/> Professional Indemnity | <input type="checkbox"/> Other: _____ | |

Section M—Subjects/Issues

Tick **up to 3** social subjects/issues associated with this Opportunity: *You must tick at least one box.*

- | | | |
|---|--|--|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Anti-poverty | <input type="checkbox"/> Arts -music/drama/crafts etc. |
| <input type="checkbox"/> Carers | <input type="checkbox"/> Children | <input type="checkbox"/> Crime/Safety |
| <input type="checkbox"/> Disaster/Emergencies | <input type="checkbox"/> Drugs/Alcohol issues | <input type="checkbox"/> Education/Literacy |
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Environment | <input type="checkbox"/> Ethnic minorities |
| <input type="checkbox"/> Families | <input type="checkbox"/> Gender/Sexuality | <input type="checkbox"/> Health/Hospitals/Hospices |
| <input type="checkbox"/> Homeless/Housing | <input type="checkbox"/> Human/Civil rights/Justice | <input type="checkbox"/> Learning disabilities |
| <input type="checkbox"/> Mens' groups | <input type="checkbox"/> Mental health | <input type="checkbox"/> Museums/galleries/heritage |
| <input type="checkbox"/> Offenders/Ex-offenders | <input type="checkbox"/> Overseas aid/developing world | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Refugees/Asylum seekers | <input type="checkbox"/> Religion/Faith | <input type="checkbox"/> Sensory impairment |
| <input type="checkbox"/> Sport/Outdoor activities | <input type="checkbox"/> Tackling unemployment | <input type="checkbox"/> Womens' Groups |
| <input type="checkbox"/> Young people | | |

Section N—Financial Aspects

Are travel expenses available to volunteers for this Opportunity: Yes No

Please supply the mileage rate (if applicable): _____

Are childcare costs available to volunteers for this Opportunity: Yes No

Are there any other expenses available to volunteers: *e.g. lunch, evening meal* Yes No

If Yes, please detail: _____

When are expenses paid: Daily Weekly Ad hoc Other: _____

Who funds this Opportunity: Scottish Executive Local Council European money

Communities Scotland UK Government Health Board Primary Care Trust

Business Sector Charitable Trust: *(please state)* _____

Community Fund Other Lottery Board: *(please state)* _____

Local Enterprise Co. Other: _____

Section O—Form Completion Information

Your Name: _____ *Please include title, forename and surname.*

Your Job Title: _____

IMPORTANT NOTICE: Before signing this form it is important that you review what has been provided and ensure that the information is accurate and complete. You must also ensure that the information provided is compliant with your own organisations' policies and views on the disclosure and provision of such information.

By signing here you are declaring that you are authorised to sign this form on behalf of your organisation and authorise us to use any personal data provided as detailed in our Data Protection Act Statement (Section C).

Would you like further information on engaging volunteers within your organisation: Yes No

Signed: _____ Date: _____

Thank you for taking the time to complete this form. You should copy this form for your own records.

Volunteer Centre Falkirk is a trading name of CVS Falkirk and District, the Council for the Voluntary Sector in the Falkirk area.