



# Volunteer Centre North Somerset

Part of Voluntary Action North Somerset

## REGISTER OPPORTUNITY

The Badger Centre  
Wadham Street  
Weston super Mare  
BS23 1JY  
[info@vansmail.org.uk](mailto:info@vansmail.org.uk)  
[www.vansweb.org.uk](http://www.vansweb.org.uk)

### Opportunity Information

Please answer all questions on this form. We may not be able to process incomplete returns which will take up a lot of your time and ours finding out the information.

**Organisation's name**.....

### Volunteer Opportunity Title

*Please provide a short and appealing title for this opportunity*

.....

**Please show the actual address where the opportunity is based:- (If there is more than one we will need them all to be able to place the vacancy on the internet, please add a separate sheet)**

.....

.....

.....Post code.....

**Contact Name**.....

(This is assumed to be the person a volunteer would need to contact)

**Main Telephone**.....

**Fax**.....

**Email**.....

### Volunteer Commitment

Please specify below the commitment needed from the volunteer. This information will be used to advertise the opportunity on the v portal. Please tick the relevant box(es).

<b>Short Term</b>	An activity requiring a commitment of a few hours to 1 or 2 days.
<b>Part Time</b>	An activity requiring a regular commitment of a few hours to 2 or 3 days per week.
<b>Full Time</b>	An activity requiring a commitment of 30 hours or more per week.

## Specific Opportunity Dates

Does the opportunity take place on a specific date(s). If the opportunity takes place on one day only, please write the same date for the start and end date.

### Times for the opportunity

*Please tick each box when volunteers will be required or circle ALL*

ALL	MON	TUES	WEDS	THURS	FRI	SAT	SUN
AM							
PM							
EVE							

### Web Advertising Dates

These are the dates between which the opportunity will be advertised on do-it.org.uk.

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

If it is an ongoing vacancy we will write to you annually to check our details are still correct.

## Description of the volunteer opportunity

Please provide us with a description of the opportunity. You should make this interesting, appealing and keep it short. This statement is what we will principally use to encourage volunteers to become involved in this opportunity.

(This statement may appear on the National Volunteering Database on the internet).

## **Short description of the opportunity**

Please provide us with a shorter version of your opportunity description, for publishing on other platforms such as mobile phones and iDTV (interactive digital television)

## **Skills & Qualifications required**

Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity.

(This statement may appear on the National Volunteering Database on the internet).

## **Directions**

Please provide some brief details on finding the opportunity

(This statement may appear on the National Volunteering Database on the internet).

## Areas of Interest & Type of Activity

Please tick any of the following that apply to the vacancy

<b>Areas of interest</b>	<b>Type of Activity:</b>
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 and Hospital 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 and 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

## Additional/Specific Suitabilities

Is the opportunity particularly suitable for any of the following groups? Please tick as many as are relevant.

16-17 year olds		Groups – Medium (10-25)	
18-25 year olds		Groups – Large (25-40)	
Employee Volunteering		Groups – Very Large (40+)	
Groups – Small (2-10)			

## Specials and Recruitment

*Please tick any that apply (These lists can be amended to suit your organisation)*

<b>Application Form</b>		<b>Informal Discussion</b>	
<b>Interviews</b>		<b>CRB Check</b>	
<b>References</b>		<b>Trial Period</b>	

**If you use any other method not covered please give brief details below:**

.....

<b>Arrangements:</b>	<b>Details:</b>
Age/ Gender Restrictions	
Any volunteers unsuitable	
Disabled Access	
Equal Opportunities Policy	YES / NO
Expenses Paid (if yes, please give details i.e. bus fares, lunch, childcare)	YES / NO
Induction	
Are volunteers covered by insurance whilst they are with your organisation	YES / NO
Min. hours per week	
Support offered to volunteers <i>(if yes, please give details)</i>	YES / NO
Training Provided <i>(if yes, please give details)</i>	YES / NO
Health & Safety Policy	YES / NO

**Disclaimer please read and sign**

**My organisation understands that Volunteer Centre North Somerset has not screened or vetted any volunteer that come to us through them as an agency (Organisations must operate their own vetting system).**

We also understand that some of the above information will be accessible via Volunteer Centre North Somerset's Website, and will be promoted on the National Volunteer Database ([www.Do-it.org.uk](http://www.Do-it.org.uk)). (If you do not want your opportunity included on the National Volunteering Database please tick here  )

We understand that the Volunteer Centre will advertise this vacancy up until the next annual update unless we advise you otherwise. We agree to be responsible for the accuracy of the details on display and will advise you on a monthly basis of any deletions of old vacancies, amending of existing vacancies or adding of new vacancies.

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Signed

Name

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Organisation

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Date

**Please return this form to:**

Volunteer Centre North Somerset  
The Badger Centre  
Wadham Street  
Weston Super Mare  
BS23 1JY

Phone 01934 410190 or email us at [info@nsva.org.uk](mailto:info@nsva.org.uk) for help completing this form.

We reserve the right to make changes to the information when it is entered into our database. Incomplete or poorly completed forms may be returned to you.