

## Registering your Volunteer Opportunity with Amber Valley CVS

Amber Valley Centre for Voluntary Services (AVCVS) offers a FREE service to groups and organisations that involve volunteers. We advertise and promote your volunteering opportunities in a series of ways:

- Online on the national volunteering website [www.do-it.org](http://www.do-it.org)
- Face to face with potential volunteers that drop in to our Volunteer Centre
- In our marketing materials and on our social media pages.

The information that you provide on this form will be used by us to match volunteers for this opportunity. It is important that the information you provide is as accurate as possible.

Make the opportunity sound interesting, appealing and worthwhile. AVCVS reserve the right to make changes to the information when it is entered on our database. Incomplete or poorly completed forms may be returned to you.



The National Volunteering Website [www.do-it.org](http://www.do-it.org)

We regularly upload details of volunteering opportunities to Do-it. The public are then able to search for volunteering opportunities that interest them by inputting certain search criteria, particularly their interests and location. The volunteer can apply online for this opportunity and their details come through directly to AVCVS. We will then forward you the details of the potential volunteer and suggest that you contact them at your earliest convenience.

### What's next?

Please complete the following pages in as much detail as you can. Please ensure you write a clear role description to enable you to attract the right volunteer for the role. If you need assistance, please contact AVCVS.

Once you have completed the form, please return it to:

**Hannah Curzon | Volunteer Development Worker**

**Amber Valley CVS**, 33 Market Place, Ripley, Derbyshire, DE5 3HA

Or you can email it to: [hannahcurzon@avcvs.org](mailto:hannahcurzon@avcvs.org)

Hannah will review your registration form and may ask for additional information. The final details will be uploaded to [www.do-it.org](http://www.do-it.org) within a few days. After 6 months, we will get in touch to review the volunteer role, or you can review and edit your opportunity yourself by going to [www.do-it.org](http://www.do-it.org) if you prefer.

### IMPORTANT

**Please let us know if:**

**You no longer need volunteers for the role we are advertising**

**You have enough volunteers**

**The role description has changed**

**Your contact details have changed**

Please complete as much information as possible on this form

<b>Organisation Name</b>	
<b>Volunteer Opportunity Title</b> (Please provide a short and appealing role title)	
<b>Address where the volunteer opportunity is based</b>	<b>Post Code:</b>
<b>Contact Name</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Charity Number (if applicable)</b>	
<b>Website address</b>	
<b>Facebook page</b>	
<b>Twitter page</b>	
<b>Your logo (if applicable)</b> Please copy and paste your logo into the box opposite, or send it via email to <a href="mailto:hannahcurzon@avcvs.org">hannahcurzon@avcvs.org</a> Opportunities with images receive twice as many views on Do-it	

#### ABOUT THE VOLUNTEER OPPORTUNITY

<b>What commitment do you require from your volunteer?</b> Please tick all that apply	<b>Full Time</b>							
	<b>Part Time</b>							
	<b>Short Term</b>							
<b>Opportunity dates</b> Does the opportunity take place on specific dates? If not, please leave blank	<b>Start Date</b>							
	<b>End Date</b>							
<b>When do you require volunteers for this opportunity?</b> Tick all that apply		<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
	<b>AM</b>							
	<b>PM</b>							
	<b>EVE</b>							

<b>What date do you want us to advertise your volunteering opportunity from?</b>	<b>As soon as possible</b>	
	<b>Specific Date</b> (please give the date)	
<b>Who would be suitable to fulfil this role?</b>	<b>Under 15's</b>	
	<b>Under 16's</b>	
	<b>Under 18's</b>	
	<b>Over 18's only</b>	
	<b>Groups</b>	
<b>Full Description of the opportunity</b> Please provide us with a description of the role. Make this interesting, appealing and precise. Outline specific tasks, special conditions and benefits to the potential volunteer. This will appear publically on the National Volunteering Website <a href="http://www.do-it.org">www.do-it.org</a> <b>(Max 2000 characters)</b>		
<b>Short Description of the opportunity</b> Please provide us with a shorter description of your opportunity for publishing on <a href="http://www.do-it.org">www.do-it.org</a> to appear on mobile devices, such as mobile phones and tablets. <b>(Max 250 characters)</b>		
<b>Skills and Qualifications required</b> Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity.		
<b>How many volunteers are you looking to recruit for this role?</b>		
<b>Please provide some brief directions on where the opportunity will be based</b> (e.g Next to Tesco in Heanor, or on Heage Road Industrial Estate in Ripley).		

<b>Is this opportunity</b>	<b>In one specific location</b>	
	<b>Locations across Amber Valley</b>	
	<b>Locations across Derbyshire</b>	
	<b>Home based</b>	

### Types of Activities

Please tick up to 5 of the following that apply to this opportunity. We will match potential volunteers up to these activities.

<b>Office</b> Administration Receptionist Research	<b>Professional</b> Financial control Accountancy Legal Work Management Trusteeship Translation Interpretation Business Development	<b>Practical</b> Stewarding Gardening Outdoors Construction DIY/ Odd Jobs Catering First Aid Driving Policing Design Retail	<b>Supporting others</b> Care Work Support Work Befriending Counselling Providing Advice Mentoring Escorting Hostels Food Banks
<b>Teaching &amp; Training</b> Teaching Coaching Training Youth Work	<b>Promotion &amp; Fundraising</b> Fundraising Campaigning Lobbying Marketing Social Media	<b>Technology &amp; Online</b> Virtual Volunteering Technology Web Development IT	

### Skills you would like your volunteer to have for this opportunity

Please tick all that apply

<b>Practical</b> Carpentry Building Work Outdoor Work Cleaning & Tidying Catering	<b>Creative</b> Design Craft Creative Photography	<b>Technology</b> Electronics IT Web Design	<b>Academic</b> Maths Reading & Writing Reasoning
<b>Leadership</b> Managing people Leadership Teamwork Organising Governance	<b>Interpersonal</b> Talking to others Listening Counselling Negotiating	<b>Business</b> Evaluation Planning Income generation Sales Event Management	

## Areas of Interests

Please tick up to **5** of the following that apply to this opportunity. We will match potential volunteers up to these interests.

<b>Environment</b> Environment Animals Wildlife Conservation	<b>Culture &amp; Sport</b> Drama Music Art Film Craft Performance Festivals Public Events Recreation Sport	<b>Education</b> Education Literacy Libraries Museums Heritage	<b>Professions</b> Media Marketing IT Health & Safety Retail Legal
<b>Crisis &amp; Poverty</b> Crisis Support Poverty Hunger Food Banks Housing Homeless Unemployed Emergency Services International Aid Disaster Relief Refugees	<b>Family, Youth &amp; Older people</b> Families Children Young People Older People	<b>Health &amp; Social Care</b> Hospices Medicine Mental Health Addiction Social Care Disability Veterans & Armed Forces	<b>Crime &amp; Justice</b> Justice Crime Prisoners Ex-Offenders Victim Support Domestic Violence Civil Rights Human Rights Politics
<b>Communities</b> Immigrants Race & Ethnicity LGBT Faith Women Men			

**How will you recruit the volunteer once we have passed their details on to you?**

<b>Application Form</b>	
<b>DBS Check</b>	
<b>Informal Discussion</b>	
<b>Interview</b>	
<b>References will be required</b>	
<b>Trial Period</b>	

Please fill in the information below and give details

Does this volunteer opportunity have any age or gender restrictions?	
Is there wheelchair access?	
Do you have an equal opportunities policy?	
Do you pay expenses?	
Will you provide an induction?	
Will you provide training?	
Do you have adequate insurance to cover your volunteers? It is legally advisable to hold Public Liability Insurance when you involve volunteers and we advise all groups to inform their insurance providers.	
Would this volunteer opportunity be suitable for people with extra support needs?	
Would you consider using ex offenders to fulfil this volunteer opportunity?	
Do you provide support and supervision?	
Do you have a Health and Safety Policy in place?	
Will you be providing the volunteer with a uniform for this role?	
Any other arrangements?	

Thank you for completing this form. We will post this volunteering opportunity on the national volunteering website [www.do-it.org](http://www.do-it.org) . This will make this opportunity available to thousands of potential volunteers. If you do not want this opportunity included on [www.do-it.org](http://www.do-it.org) please tick this box.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_