

# Volunteer Opportunity Registration Form



Please complete and return an opportunity form for each role that you wish us to advertise. We will advertise/market via our website, Volunteer Scotland and social media for a period of 6 months, thereafter you will need to advise us if you wish to re-advertise. All expressions of interest will be forwarded to you in order that you can follow this up.

## ABOUT ORGANISATION

**Name of Organisation:** \_\_\_\_\_

**Title of Volunteer Opportunity:** \_\_\_\_\_

Contact person for this volunteering opportunity:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## ABOUT THE OPPORTUNITY

**Please give a full description of your volunteering opportunity:**

**What skills, attitudes, experience does a person require?**

**Are there any restrictions on who can be a volunteer, please include minimum age?**

**Which one of the following activities best matches the volunteer opportunity?**

- |   |   |
|---|---|
| <input type="checkbox"/> Administration/PA/Office       | <input type="checkbox"/> Volunteering with Animals  |
| <input type="checkbox"/> Advocacy                       | <input type="checkbox"/> Arts (Music/drama/crafts)  |
| <input type="checkbox"/> Befriending                    | <input type="checkbox"/> Campaign/Lobbying          |
| <input type="checkbox"/> Care/Support                   | <input type="checkbox"/> Catering                   |
| <input type="checkbox"/> Charity Shops/Retail           | <input type="checkbox"/> Befriending Older Adults   |
| <input type="checkbox"/> Trustee / Committee            | <input type="checkbox"/> Digital                    |
| <input type="checkbox"/> Conservation/Gardening         | <input type="checkbox"/> Counselling                |
| <input type="checkbox"/> Photography                    | <input type="checkbox"/> Driving/Escorting          |
| <input type="checkbox"/> One Off Events                 | <input type="checkbox"/> Finance/Accountancy        |
| <input type="checkbox"/> Fundraising                    | <input type="checkbox"/> Befriending Young People   |
| <input type="checkbox"/> Justice/Legal assistance       | <input type="checkbox"/> Languages/Translating      |
| <input type="checkbox"/> Library/Information Management | <input type="checkbox"/> Management/Business Skills |
| <input type="checkbox"/> Marketing/PR/Media             | <input type="checkbox"/> Online volunteering        |
| <input type="checkbox"/> Playschemes/Children's Clubs   | <input type="checkbox"/> Practical/DIY              |
| <input type="checkbox"/> Research/Policy                | <input type="checkbox"/> Volunteer Development      |
| <input type="checkbox"/> Short term/Seasonal            | <input type="checkbox"/> Specialist/Technical       |
| <input type="checkbox"/> Sports, outdoor activities     | <input type="checkbox"/> Literacy                   |
| <input type="checkbox"/> Volunteering for under 16's    | <input type="checkbox"/> Youth work                 |

**Which one of the following subjects/issues best matches the volunteer opportunity?**

- |  |   |
|--|---|
| <input type="checkbox"/> Animals                       | <input type="checkbox"/> Anti-poverty work        |
| <input type="checkbox"/> Arts (music/drama/crafts)     | <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"/> Men's 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"/> Women's Groups           |
| <input type="checkbox"/> Young people                  |   |

Please tick when the opportunity happens. Tick as many boxes as appropriate.

	Morning	Afternoon	Evening
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"/>

Location of the opportunity: \_\_\_\_\_

Is there a minimum commitment expected of the volunteer? \_\_\_\_\_

### What types of insurance(s) cover this opportunity?

Public Liability

Personal Accident

None

Professional Indemnity

Other

Please give details: \_\_\_\_\_

If you do not wish this opportunity to appear on the Volunteer Scotland website, please tick here:

### ABOUT THE OPPORTUNITY – SELECTION, TRAINING & INDUCTION

	Yes	No
Will the volunteer have a named contact person at your organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Is childcare/ are childcare costs available for volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
Is there wheelchair access where the opportunity happens?	<input type="checkbox"/>	<input type="checkbox"/>
Are there wheelchair accessible toilets where the opportunity happens?	<input type="checkbox"/>	<input type="checkbox"/>
Are travel expenses available for volunteers?	<input type="checkbox"/>	<input type="checkbox"/>

### What selection method(s) will be used for prospective volunteers?

Application Form

Informal chat

Criminal Record (Disclosures)

Trial Period

Induction/training

Interview

References

Other(s):

	Yes	No
Will the volunteer be offered induction/start up training?	<input type="checkbox"/>	<input type="checkbox"/>
Will the volunteer be offered on-going support and training?	<input type="checkbox"/>	<input type="checkbox"/>
Will the volunteer be offered support?	<input type="checkbox"/>	<input type="checkbox"/>

**Please give a brief description of induction, ongoing training and support for the volunteer:**

**Data Protection / Declaration:**

The information you have provided will help us refer prospective volunteers to your organisation. The information will be entered on to our database and appear on our website. If you have decided against this the information will be held on our database to be used by our staff to advise prospective volunteers about your volunteer opportunities. The information will be used in accordance with the Data Protection Regulations 2018. If you wish to see the information held by us about your organisation, please write to the Manager at the address below.

I have taken a copy of this form for my records.

**It is for your organisation to decide whether a person becomes a volunteer with your organisation or not regardless of whether Engage Renfrewshire has signposted or referred the prospective volunteer to you.**

**If Engage Renfrewshire refers a prospective volunteer to your organisation, we expect you to respect the confidentiality of any information we give you and to have secure procedures in place for storing and retrieving that information.**

***“I have read the information above and I confirm the information I have given is correct. I am authorised to sign this on behalf of my organisation.”***

***Changes to UK Data privacy Law will ensure that the data you have provided Engage Renfrewshire is protected to even higher standards. We are keen to make sure we can continue to send information to you, keep your contact details on our database, and in some instances pass your details to other organisations. To enable us to do this please complete below.***

Name: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

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

If you are submitting electronically by ticking this box you agree to the above statement:

**Thank you for taking the time to complete the form. Please retain a copy for your own records, and return it to:**

**Engage Renfrewshire  
10 Falcon Crescent, Paisley, PA3 1NS**



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