



Information and advice about  
Volunteering in Wiltshire

## Opportunity Registration Form

Please answer all questions on this form. Incomplete forms may be rejected and returned to you.

**Organisation name** .....

**Opportunity title** .....

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

*This is where the volunteering takes place. If based at volunteer's own home, please tick*

Address .....

Address .....

Address (town) .....

Address (county) .....

Postcode .....

**Contact name** .....

*This is assumed to be the person a potential volunteer would need to contact*

Main telephone no .....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 (V is a charity promoting youth volunteering). Please tick the relevant box(es)*

Short term	An activity requiring a commitment of a few hours to 1 or 2 days	<input type="checkbox"/>
Part time	An activity requiring a regular commitment of a few hours to 2 or 3 days per week	<input type="checkbox"/>
Full time	An activity requiring a commitment of 30 hours or more per week	<input type="checkbox"/>

### 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*

Start date		End date	
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### Times for the opportunity

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

ALL	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emma Johnson  
C/O BTCV Grosvenor house, 26 Churchfields road, Salisbury, Wiltshire. SP2 7NH.  
Telephone 07835628693

Email [emma@wiltshirevolunteers.org.uk](mailto:emma@wiltshirevolunteers.org.uk)

V Wiltshire is a partnership between Volunteer Centre Swindon and BTCV. Volunteer Centre Swindon manages the work of 4 Volunteer Centres in Wiltshire.

## Web Advertising Dates

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

Start date		End date	
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## Description of the Opportunity

*Please provide us with a description of what the volunteer will be doing. 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) – 250 character limit (including spaces)*

## Skills and Qualifications required

*Please provide us with details of any skills or qualifications that volunteers may need.*

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

## Directions

*Please provide some brief directions on finding the opportunity.*

*(for example: next to Tesco or by no 53 bus to Didchester and then ask for the Town Hall)*

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

Emma Johnson

Email [emma@wiltshirevolunteers.org.uk](mailto:emma@wiltshirevolunteers.org.uk)

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<b>Areas of Interest</b> <i>Please tick any of the following that apply to the opportunity</i>	
Animals	
Art and Culture	
Children	
Disability	
Disaster Relief	
Domestic Violence	
Drugs and Addictions	
Education and Literacy	
Elderly	
Emergency Services	
Employment	
Environment	
Families	
Gay, Lesbian, Bi and Transsexual	
Health and Hospital and Hospices	
Heritage	
Homeless and Housing	
Human and Civil Rights	
International Aid	
Legal Aid and Justice	
Mental Health	
Mentoring	
Museums	
Music	
Politics	
Prisoners and Ex-Offenders	
Race and Ethnicity and Refugees	
Religion	
Sport and Outdoor Activities	
Women's Groups	
Youth	

<b>Type of Activity</b> <i>Please tick any of the following that apply to the opportunity</i>	
Administration	
Advice, Information and Support	
Architecture and Building Work	
Art	
Befriending & Buddying	
Business, Management and Research	
Campaigning and Lobbying	
Caring	
Catering	
Community Work	
Computers, Technology and Websites	
Counselling	
Driving	
Employee and Group Volunteering	
Entertainment	
Finance Work	
First Aid	
Fundraising	
Gardening	
General and Helping	
Hostel Work	
Languages	
Legal Work	
Local Events	
Marketing, PR and Media	
Mentoring	
Music	
National and International Events	
Officials	
Practical Work and DIY	
Retail and Charity Shops	
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 - small (2-10)	
18-25 year olds		Groups - medium (10-25)	
Employee Volunteering		Groups - large (25-40)	
		Groups – very large (40+)	

### **Specials and Recruitment**

*Please tick any that apply*

<b>Recruitment method:</b>	
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Application form	
Informal discussion	
Interviews	
Not known	
Other	
CRB Check	
References	
Trial Period	

### Arrangements

Please provide details of the arrangements made under each heading below

<b>Age / gender restrictions:</b> <i>(please explain the reason for any restriction)</i>
<b>Disabled access:</b>
<b>Equal opportunities policy:</b> <i>(is one available? please don't write one here)</i>
<b>Health &amp; Safety policy:</b> <i>(do you have one?)</i>
<b>Expenses:</b>
<b>Induction:</b>
<b>Insurance cover:</b> <i>(are your volunteers covered?)</i>
<b>Support on offer:</b> <i>(who will provide support to the volunteer?)</i>
<b>Training</b>
<b>Any other arrangements:</b> <i>(will the volunteer be volunteering alone or with others?)</i>
<b>Has a risk assessment been carried out on this opportunity? If so please attach. If not, we will contact you.</b>

### Driving vacancies only

<b>Need own car</b>		<b>Will provide minibus training</b>	
<b>Needs to drive minibus</b>		<b>Must have four doors</b>	

We normally post volunteering opportunities to the National Volunteer Database, which appears on the Internet at the do-it web site. This would make details of this opportunity available to thousands of potential volunteers. We will put Volunteer Centre Swindon as the contact, to ensure privacy of home addresses. If you do not want this opportunity included on the National Volunteering Database please tick the box.

We do not want this opportunity included on the National Volunteering Database:

Signed: ..... Date: .....

Name: *(please print name)*

.....  
On behalf of Organisation .....

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