



Volunteer Centre
Herefordshire

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Company Number: 4625595 Charity Number: 1096451

VOLUNTEER OPPORTUNITY DETAILS

Please complete a separate form for each different volunteering opportunity

Your organisation details

Organisation name:

Full address for this opportunity:

Post code: **Tel:** **Email:**

Named contact for this opportunity:

Position in Organisation:

Opportunity details

Opportunity Title:

Please describe what the volunteer will be doing:

Are any skills/qualifications/experience needed:

Please indicate the times you require volunteer cover by ticking all applicable boxes

	All	Sun	Mon	Tues	Wed	Thur	Fri	Sat
am								
pm								
eve								

Is this opportunity ongoing?

If not, when does this opportunity start and finish?

Start Date:

Finish Date:

Directions to get to this opportunity

Please indicate where this opportunity is to be based and give brief directions:

Recruitment process

How do you recruit and screen your volunteers (Please state yes or no):

Application form:

Informal discussion:

Interview:

DBS Disclosure:

References:

Trial Period:

Other (please specify)

Arrangements

FOR THIS PARTICULAR OPPORTUNITY

AGE

What is the minimum age?

What is the maximum age (if applicable)?

DO YOU PROVIDE (Please state yes or no):

Reimbursement of out of pocket expenses?

What mileage rate do you pay?

Full disabled access/facilities?

A named Manager/Co-ordinator for volunteers?

Role description?

Induction?

Training?

Please provide any other relevant information:

This opportunity will be promoted on the National Volunteer database www.do-it.org.uk If you do not want this please tick box
NB: Your organisation details will not be shown on this website

Declaration

I confirm that the details given above are correct and that I am happy for Herefordshire Volunteer Centre to promote this opportunity on behalf of my organisation to potential volunteers

Signed:

Please print name:

Date:.....

Please note

At no time will we provide any of your details to a third party without your permission. We will never sell or give our mailing list to a third party. Your address and contact name will not be entered on the national volunteering database: www.do-it.org.uk