

OPPORTUNITY INFORMATION

Responsibility for recruitment and selection of volunteers' remains with your organisation, not with Voluntary Action Barnsley. We cannot guarantee the suitability of potential volunteers.

Please answer all questions on this form. If you need any help please give us a ring and we can help with role description.

Organisation name

Opportunity Title

Please provide a short and appealing title for this opportunity

This is the actual address where the opportunity is based

Postcode

Contact Details

Please give the details of the person a volunteer would need to contact

| |
|------------------|
| Name |
| Telephone |
| Fax |
| Email |

When Required (These are the dates between which the opportunity will be advertised on the website)

Start date

End date

Times for the opportunity

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

| ALL | Mon | Tues | Wed | Thu | Fri | Sat | Sun |
|-----|-----|------|-----|-----|-----|-----|-----|
| AM | | | | | | | |
| PM | | | | | | | |
| EVE | | | | | | | |

Description of the 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.

Skills and 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 directions of finding your organisation. (For example, Next to Tesco or by No 53 bus.)

(this statement may appear on the National Volunteering Database on the internet)

Areas of Interest

Please tick any of the following that apply to the opportunity:

| | |
|----------------------------------|--|
| Animals | |
| Art and Culture | |
| Children | |
| Disability | |
| Disaster Relief | |
| Domestic Violence | |
| Drugs and Addictions | |
| Education and Literacy | |
| Elderly | |
| 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 | |
| Millennium Volunteers | |
| Museum | |
| Music | |
| Politics | |
| Prisoners and Ex-Offenders | |
| Race and Ethnicity and Refugees | |
| Religion | |
| Sport and outdoor Activities | |
| Women's Groups | |
| Youth | |

Type of Activity

Please tick any of the following that apply to the opportunity

| | |
|--------------------------------|--|
| Administration | |
| Advice Work | |
| Architecture and Building Work | |
| Art | |
| Befriending/Buddying | |
| Business and Management | |
| Campaigning and Lobbying | |
| Caring | |
| Catering | |
| Coaching/Teaching and Training | |
| Community Work | |
| Counselling | |
| Driving | |
| Employee/Group Volunteering | |
| Entertainment | |
| Finance Work | |
| Fundraising | |
| Gardening | |
| Hostel Work | |
| Languages | |
| Legal Work | |
| Local Events | |
| Marketing PR and Media | |
| Music | |
| National/International Events | |
| Practical Work and DIY | |
| Retail and Charity Shops | |
| Trusteeship | |
| Website Design | |
| Computers and Technology | |
| Youth Work | |

Recruitment Method

Please tick any that apply

| | |
|---------------------|--|
| Application Form | |
| Informal Discussion | |
| Interview | |
| C.R.B.Check | |
| References | |
| Trial Period | |

Arrangements

Please provide details of the arrangements made under each heading below

| | |
|---|--|
| Age/gender restrictions: | |
| Disabled Access: | |
| Equal Opportunities Policy Is one available | |
| Expenses: | |
| Induction: | |
| Insurance Cover: | |
| Support on Offer: | |
| Training: | |
| Childcare: | |

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. If you do not want this opportunity included on the NVD please tick the box.

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

**Signed
Name**

Date

Organisation