



SOUTH DERBYSHIRE
VOLUNTEER FORCE

South Derbyshire CVS

Unit G, Sharpes Industrial Estate 6 Alexandra Road

Swadlincote Derbyshire DE11 9AZ

Telephone: 01283 550163 or 07458 304315

Registered Charity No: 1101450 Company No: 4958843

South Derbyshire Volunteer Force –Volunteer Opportunity Form



The information 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.** You should try to make the opportunity sound interesting, appealing and worthwhile since this will help us a great deal in attracting volunteers.

Please complete this form and email to volunteer@sdcvs.org.uk or post it to the Volunteer Force Team at the address above.

If you are unable to print the form please do contact us and we will be happy to post a copy to you or even complete the application over the telephone. If you are struggling to scan the form, to return it, you can take a photograph on a mobile device and email or SMS text it to +44 (0)7458 304315.

ROLE/PROJECT DETAILS

Organisation Name:

What type of opportunity is this?

Short-term Volunteer (<12 months) Long-term Volunteer (12+ months) Specific Volunteering Project/Event

Could this role be carried out virtually or through a hybrid volunteering model? Yes No

Role/Title or Project/Event Name:

Location: Postcode:

Is the location for the role/project, and the facilities **accessible** for those with physical disabilities? Yes No

Is the location **accessible by public transport**? Yes No

Is there **parking** available? Free Parking Charged Parking No Parking

Please describe the **duties** and **responsibilities** of the role, outline the **benefits** of the role and the **impact** it will have. You should make this interesting and appealing to encourage volunteers to become involved in this opportunity. **If available please attach a separate copy of any role description your organisation may have.**

Proposed date for NEW starts:

Proposed End Date (if applicable):

Number of positions available:

- Does this role/project require a **DBS**? Basic Enhanced Not Required
- Does this role/project require a **driving license**? Yes No
- Does this role/project require **volunteer driving cover** on their motor insurance policy? Yes No
- Will **personal protective equipment (PPE)** be provided? Yes No
- Will **training** be given for this role/project? Yes No
- Will **expenses** be covered/reimbursed? Travel Subsistence No expenses
- Can you provide a copy of your current and valid volunteer insurance policy/certificate? Yes No

PERSON SPECIFICATION

Please details any particular **skills** or **experience** required for this role/project:

What **age group** would this role/project suit? **Minimum Age** **Maximum Age**

OPPORTUNITY CONTACT DETAILS

Please provide the contact details for the person at your organisation who will receive applicants and liaise with us.

Name: Position/Role:

Email:

Contact Telephone Number:

Please details any other instructions or information below i.e. working hours, preferred contact method etc:

Please note that all expressions of interest (EOI), will initially be received by South Derbyshire CVS Volunteer Force. We will then seek to obtain further information on the applicant, including completing validation of their ID and facilitating the collection of references. Once this process is complete we shall pass the approved volunteers details to you. It is important then that you contact the volunteer as soon as possible to avoid unnecessary delays or waiting.

If you would prefer to opt-out of this service and take direct applications instead please tick here, to consent to us sharing your contact details and application links with potential volunteers for the purposes of volunteer recruitment.

DECLARATION

What will we do with the information you give us? We will hold your information confidentially and will keep your information safe in accordance with Data Protection and GDPR and only use it for purposes of promoting your organisation and volunteering opportunities. You may request a copy of the data we hold or its deletion at any point by emailing info@sdcvs.org.uk.

Please tick here to consent to us holding your data for the purposes of supporting the recruitment of volunteers, accessing training opportunities, events and other SDCVS services.

I have read the information above and I confirm the details given are correct. I am authorised to sign this on behalf of my organisation.

Signature:

Date of Birth: / /

Opportunities with an image perform better than opportunities without. It is not compulsory to provide an image, however, if you do have this option it will enhance and personalise the advertisement. Please email any images or the hyperlinks to the images to volunteer@sdcvs.org.uk.