



Volunteer Opportunity Details



PLEASE USE THE OPPORTUNITY GUIDANCE NOTES PROVIDED FOR INFORMATION ON COMPLETING EACH QUESTION.

It's worth remembering that this is a chance to "sell" your organisation to prospective volunteers, so keep your content interesting, easy to understand and to the point, focusing on the benefits to both the volunteer and your organisation's beneficiaries. The guidance notes provides examples of this.

Please complete all numbered sections – if any areas are left blank we will contact you prior to putting on our database and website. All opportunities are reviewed prior to publishing to ensure that they are inclusive and open to all and that volunteers are looked after and protected. We will be in touch if we have any queries.

1. Opportunity Title:

2. Organisation:

3. Organisation Contact Details for this opportunity:

Name		Position	
Telephone		E-Mail	

4. Where will the opportunity take place?

5. When will the opportunity start/end?

Start Date

End date

Ongoing?

6. Is this opportunity compatible with Saltire Awards? Yes No
(Please refer to guidance notes)

OPPORTUNITY DETAILS

7. Short Opportunity Summary: (35 words max.) This should be an eye-catching condensed version of the full description (this appears on opportunity lists where space is limited).

8. Full Description of Opportunity: (150 words max.) Tell a potential volunteer what the opportunity will involve. Information about the organisation will appear separately so be role specific.

9. Travel details:

e.g. Number Ten is in Dundee city centre. Receipted out of pocket expenses such as bus fares will be reimbursed.

10. Does your organisation currently hold the Volunteer Friendly Award?

Yes No

11. Which ONE of the following work types matches this opportunity best?

Administration / Office work	<input type="checkbox"/>	Justice / Legal assistance	<input type="checkbox"/>
Advice / Information Giving	<input type="checkbox"/>	Homebased Volunteering	<input type="checkbox"/>
Advocacy / Human Rights	<input type="checkbox"/>	Languages / Translating	<input type="checkbox"/>
Arts (Music/drama/crafts)	<input type="checkbox"/>	Library / Information Management	<input type="checkbox"/>
Befriending / Mentoring	<input type="checkbox"/>	Management / Business Skills	<input type="checkbox"/>
Campaign / Lobbying	<input type="checkbox"/>	Marketing / PR / Media	<input type="checkbox"/>
Care / Support worker	<input type="checkbox"/>	Online volunteering	<input type="checkbox"/>
Catering	<input type="checkbox"/>	Playschemes / Children's Clubs	<input type="checkbox"/>
Charity Shops / Retail	<input type="checkbox"/>	Practical / DIY	<input type="checkbox"/>
Community /Economic Development	<input type="checkbox"/>	Research / Policy work	<input type="checkbox"/>
Committee work	<input type="checkbox"/>	Residential Volunteering	<input type="checkbox"/>
Computing	<input type="checkbox"/>	Short term / Seasonal volunteering	<input type="checkbox"/>
Conservation / Gardening	<input type="checkbox"/>	Specialist / Technical	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	Sports / Outdoor activities	<input type="checkbox"/>
Disaster / Emergency relief	<input type="checkbox"/>	Tutoring / Supporting Learners	<input type="checkbox"/>
Driving / Escorting	<input type="checkbox"/>	Volunteering for under 16's	<input type="checkbox"/>
Equal Opportunities / Race Relations	<input type="checkbox"/>	Youth Work	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>		
Finance/Accountancy	<input type="checkbox"/>		

12. Which ONE of the following subjects / Client Groups best matches this opportunity?

Animals	<input type="checkbox"/>	Human/Civil rights/Justice	<input type="checkbox"/>
Anti poverty work	<input type="checkbox"/>	Learning disabilities	<input type="checkbox"/>
Arts (music/drama/crafts)	<input type="checkbox"/>	Men's Groups	<input type="checkbox"/>
Carers	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
Children	<input type="checkbox"/>	Museums/Galleries/Heritage	<input type="checkbox"/>
Crime/Safety	<input type="checkbox"/>	Offenders/ex-offenders	<input type="checkbox"/>
Disaster/Emergencies	<input type="checkbox"/>	Overseas aid/Developing world	<input type="checkbox"/>
Drugs/Alcohol issues	<input type="checkbox"/>	Physical disability	<input type="checkbox"/>
Education/Literacy	<input type="checkbox"/>	Refugees/Asylum seekers	<input type="checkbox"/>
Elderly	<input type="checkbox"/>	Religion/Faith	<input type="checkbox"/>
Environment	<input type="checkbox"/>	Sensory impairment	<input type="checkbox"/>
Ethnic minorities	<input type="checkbox"/>	Sport/Outdoor activities	<input type="checkbox"/>
Families	<input type="checkbox"/>	Tackling Unemployment	<input type="checkbox"/>
Gender/Sexuality	<input type="checkbox"/>	Women's Groups	<input type="checkbox"/>
Health/Hospitals/Hospices	<input type="checkbox"/>	Young people	<input type="checkbox"/>
Homeless/Housing	<input type="checkbox"/>		

13. Are there any restrictions on who can volunteer?

Minimum Age

Maximum Age

Gender or other restrictions: _____

(Under certain conditions restrictions may apply but take care not to discriminate because of age or gender as we promote volunteering for everyone)

14. Please explain why these restrictions apply?

15. What skills interests or experience would a volunteer require for this opportunity?

16. Number of volunteers required:

17. Timing Description:

Please state number of hours, minimum time commitment and whether it is weekly, monthly, etc., i.e. 4 hours per week for a six month commitment.

18. When will the opportunity happen? (Please tick boxes that apply)

	AM	PM	Eve
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

Flexible School Holidays Term Time
Home-based Residential Short-term

19. What type of insurance covers this opportunity?

20. Is a volunteer taster session available for this opportunity? Yes No

Please refer to opportunity guide for further information on taster sessions.

If yes, please give brief details:

21. Training options:

Induction Training
Ongoing Training
Support for volunteer

22. Details of Training: (35 Words max.) give a brief description of induction, ongoing training and support:

23. Support Options:

Named Contact for Volunteer
Child Care Expenses paid
Wheelchair Access/Disabled Toilets

24. Does your organisation reimburse travel expenses? Yes No

If yes, give details (35 Words max.) e.g., public transport, mileage rates paid:

Public transport costs reimbursed on production of tickets purchased.

Mileage paid at 45p/mile.

Frequency of payment: Daily Weekly Fortnightly Monthly

APPLICATION PROCESS

25. Selection Methods:

Application Form

Informal Chat

PVG required

Induction/Training

Interview

References

Other

Trial Period

**26. How
should
potential**

volunteers initiate contact?

Email

Phone

Post

27. How soon should volunteers expect a response?

28. How soon after initial contact should potential volunteers expect to be able to start?

1-2 weeks 2-3 weeks 1 month 4-6 weeks 2-3 months 6 months

The information provided will be entered on to a national database (MILO) and certain parts of it will appear on our website as well as the Volunteer Scotland website. If you would prefer your contact details not to be shown on the website please contact us. The information will be used in accordance with the Data Protection Act 1998.

Declaration

"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."

Name:

Signature:

Date:

Consent Form

This form asks for your consent to allow us to use your data which may on occasion be personal data, for the reasons stated below. You should only sign it if you want to give us your consent.

Volunteer Dundee would like to process the following information about you

- Name
- Position
- Telephone Number
- Email address

Why we would like to use your information

We need this information to publish contact details as part of the Volunteering Opportunity so that potential volunteers can make enquiries to you about it.

Volunteer Dundee will use the data for the following purposes with your consent:

- Your information will be stored in the Milo database for the third sector interface network in Scotland.
- Your information will be published online and in hard copy as part of the Volunteering Opportunity
- To add your information to a Mailing List.

How to withdraw your consent

You can withdraw the consent you are giving on this form at any time. You can do this by contacting volunteer@volunteerdundee.org.uk

Please tick the boxes below which are applicable:

- I consent to Volunteer Dundee processing my/our details for inclusion on MILO the Third Sector Interface database. I have read and understand the privacy statement provided.
- I consent to my organisational data being published openly on the internet, for use in service directories including ALISS and Get Involved. I have read and understand the privacy statement provided
- I consent to my/our details being added to the Volunteer Dundee Mailing List. I have read and understand the privacy statement provided. I have read and understand the privacy statement provided.

Signed..... Post Held.....

Date.....

Privacy Statement

This privacy notice tells you about the information we collect from you when you provide us with a volunteering opportunity for publication. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

What personal data will we collect?

We collect information from you such as your name, position, telephone number and email address. This is generally not considered personal data, although there may be cases where you supply a personal or home phone number or email address, which is why we want to be explicit around how this information is used and shared. Where possible, we would encourage you to supply an organisational number or email address.

What are the purposes of processing the data?

We will use your information to keep up to date and accurate records of the people and organisations we engage with as part of our work with the local community and voluntary sector and to contact you with information which might be relevant to your work.

We need this information to provide potential volunteers with contact details for your organisation so that they may enquire direct to you about the volunteering opportunity we have published on your behalf.

We require this information to provide services as a third sector interface.

Lawful processing of personal data

Volunteer Dundee can process your information because you have given explicit consent.

What we do with your data

Your information is stored in the Milo database for the third sector interface network in Scotland. Milo is operated on the Salesforce platform and managed for us by Scottish Council for Voluntary Organisations (SCVO), acting as a data processor. You can find out more about SCVO at their website (www.scvo.org.uk).

If you ask to be made the contact for a live volunteering opportunity, the phone and email contact details you have given will be published online or in hard copy as part of the opportunity.

How long do we keep your data?

We will keep your information for as long as you are an active contact. If we do not have any contact with you for a period of three years, your information will be deleted from our system.

What are your rights?

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. Contact volunteer@volunteerdundee.org.uk

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>

Return to:

Volunteer Dundee

Gateway West

7 Luna Place

Dundee DD2 1XF

Email: volunteer@volunteerdundee.org.uk

Tel: 01382 305705

Dundee Third Sector Interface (TSI) is a partnership between Dundee Social Enterprise Network, Dundee Voluntary Action and Volunteer Dundee.

Volunteer Centre Dundee, operating as Volunteer Dundee, is registered in Scotland as a charitable company limited by guarantee. Scottish Company No: SC257436, Scottish Charity No: SC027529 Registered address: Gateway West, 7 Luna Place, Dundee DD2 1XF