



# 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.

**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	<input type="checkbox"/>	Induction/Training	<input type="checkbox"/>	Other	<input type="checkbox"/>
Informal Chat	<input type="checkbox"/>	Interview	<input type="checkbox"/>	Trial Period	<input type="checkbox"/>
PVG required	<input type="checkbox"/>	References	<input type="checkbox"/>		

#### 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:

If there are any other areas of your work in which you might wish to develop volunteer opportunities, want to find out more about offering taster sessions or the Saltire Award scheme please tick this box and we'll get in touch with you.

Return to:

**Volunteer Dundee**

Gateway West

7 Luna Place

Dundee DD2 1XF

Email: [volunteer@volunteerdundee.org.uk](mailto: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.

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