

SECTION 1: CONTACT DETAILS

Organisation name	
Contact name	
Job title	Phone
Address	Fax
	Website
Postcode	Email
Directions: tube/rail bus	

SECTION 2: NATURE OF ORGANISATION

Activities of organisation (please outline the aims and work of your organisation):

Is your organisation? (please tick all that apply)		Registered Number
A statutory organisation	<input type="checkbox"/>	
A registered charity	<input type="checkbox"/>	
A company limited by guarantee	<input type="checkbox"/>	
An unincorporated organisation	<input type="checkbox"/>	
A small group	<input type="checkbox"/>	
A volunteer-only organisation (no paid staff)	<input type="checkbox"/>	
Is your organisation a Black or Minority Ethnic (BME) group or BME led?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, which community(s)?		

SECTION 3: SAFETY CHECKLIST for volunteers (please tick the boxes as appropriate)

1. Do you have a Health and Safety Policy?	<input type="checkbox"/>
2. Do you have an Equal Opportunities Policy? (copies may be required as proof)	<input type="checkbox"/>
3. Do you have a volunteer induction procedure?	<input type="checkbox"/>
4. Do you pay volunteer expenses?	<input type="checkbox"/>
5. Are all of your volunteers fully insured?	<input type="checkbox"/>
6. Do you provide training for volunteers?	<input type="checkbox"/>
7. Do you have a Volunteer Policy?	<input type="checkbox"/>

The following are *essential* requirements for you to have in place to register volunteer vacancies:

- Insurance – sufficient insurance to cover your potential volunteers' activities.
- Health and Safety – proper following of regulations in relation to the volunteers' work and full health and safety induction of volunteers.
- CRB checks where volunteers *are* or *have contact with* children/young people and/or vulnerable adults.
- Expenses – reimbursement (with receipts) of reasonable travel and (where appropriate) meal expenses.
- Equal Opportunities – your organisation must have a commitment to working in a non-discriminatory and fully inclusive way with volunteers.

SECTION 4: OPPORTUNITY REGISTRATION – to be advertised through HVA

Opportunity title:

Volunteer commitment: full time ☐ part time ☐ short term ☐ (please tick one)

Days and times people are needed (if opportunity is flexible, please tick all boxes)

	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tick if this is a one-off opportunity ☐

Start date: End:

Opportunity Description: *this section is your chance to sell your opportunity! Please explain fully what the role/opportunity is, why people are needed and the minimum time commitment.*

Skills/Qualifications required:

Directions:

Is the opportunity open to: 13-16year olds? Yes ☐ No ☐16 – 19 year olds? Yes ☐ No ☐

Recruitment and Selection (please tick all that apply)

Application form ☐ CRB check ☐ Informal discussion ☐ Interview ☐References ☐ Trial period ☐ Other ☐

Policies, Training and Access

Are there necessary restrictions on who can get involved (eg. age, gender)?

Is there disabled access?

Do you have an Equal Opportunities policy?

Do you cover volunteers' expenses?
(please give details - travel, meal, childcare)

Will the volunteer receive training as part of this opportunity?

Do you also want this opportunity advertised on www.do-it.org.uk? Yes ☐ No ☐
(the National Volunteering website – contact om@hackneyvoluntaryaction.org.uk for more information)