The information you provide on this form will be used by us at ELY VOLUNTEER CENTRE to match volunteers to this opportunity. Your opportunity will be advertised on the Do-It website, where potential volunteers are able to search and find opportunities that match their interests.

**Please send your completed Opportunity Form to** [**volunteers@vcaec.org.uk**](mailto:volunteers@vcaec.org.uk) **for Ely Volunteer Centre to process. Please note your organisation details are completed on a separate form. For help filling in this form please email, or call us on 01353 666166.**

It is important that the information you provide is accurate. You should try to make the opportunity sound interesting, appealing and worthwhile to help attract volunteers. We reserve the right to make changes to the information when it is entered. Incomplete or poorly completed forms may be returned to you.

Once we have added your opportunity to the website, we will email you to confirm your opportunity is ‘live’ (being advertised). For any volunteers who ‘register an interest’ in your opportunity, an email will be sent to you with the applicants’ details.

Please answer the questions below to register your new volunteering opportunity. The questions are broken down into 7 sections: 1 Name, 2 About, 3 Detail, 4 Skills, 5 Where, 6 When and 7 Pictures.

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions** | | **Your Answers** | |
| **QUESTION 1: NAME** | | | |
| **1a) Opportunity Title** | | *Enter your opportunity title here* | |
| Maximum 70 characters long. A short and appealing title for this opportunity, making clear what the role will entail. E.g. Telephone helpline volunteer; Room steward at museum; Online mentor for young children; Befriender etc | | | |
| **1b) Opportunity is offered by…** | | *Enter the name of the Volunteer Centre you send this form to:*  **Ely Volunteer Centre** | |
| **1c) This opportunity is offered for…** | | *Enter your organisation name here* | |
| **1d) Would you like us to share this volunteering opportunity for advertising with our neighbouring VC’s (Volunteer Centres)?**  If yes, then please select all the areas you wish to advertise in. | |  |  | | --- | --- | | Cambridge VC  Huntingdon VC  Fenland VC  Peterborough VC  Royston VC | Either single click on the box to the left of each volunteer centre to check the box, or write them all here:  -  - | | |

|  |  |
| --- | --- |
| **1e) All applications should go to…**  Contact details of the person at your organisation who you want us to send your volunteer applications to. | |
| **Contact name** |  |
| **Contact phone/mobile** |  |
| **Contact email** |  |
| **Date form completed** | DD/MM/YYYY |

|  |  |
| --- | --- |
| **QUESTION 2: ABOUT** | |
| **2a) Opportunity description** |  |
| **2b) What are you looking for?**  **Please note this is a required field.**  *e.g. This is a group for anyone interested in hiking, rock climbing, camping etc, All skill levels are welcome.* |  |

|  |  |
| --- | --- |
| **QUESTION 3: DETAIL** | |
| **3a) Practical considerations**  *e.g.*   * *Disabled access* * *Insurance* * *Expenses- Travel/Petrol/ Meals.* * *Age limits* * *Training*/ Support | *Write any practical consideration for your volunteering opportunity:*  *-*  *-*  *-*  *-* |
| **3b) Requirements**  Please note, the volunteer must agree to all the requirements during the application process. | Relevant qualification or training  Own vehicle or access to a vehicle  Will require a criminal record check (DBS)  Can drive a minibus  Driving licence  Either single click on the box to the left of each requirement to check the box, or write them all here:  -  - |
|  | |
| |  |  |  | | --- | --- | --- | | **3c) Suitability’s**  Select the people that your volunteering opportunity is especially suited to. | | | | Please select ALL the suitability’s that apply from the list below. Please note there are 23 options to choose from, so please make sure you read them all.  Either single click on the box to the left of each suitability to check the box, or write them all here:  -  - | | | | 1. People with a visual impairment  2. Employee volunteers  3. Micro  4. Indoor  5. Under 16s  6. Event  7. School students  8. Family | 9. Long term commitment  10. Groups  11. People with restricted mobility  12. Online  13. Outdoor  14. 16 – 17 year olds  15. From home  16. Over 18s | 17. 18 – 25 year olds  18. University students  19. From your office  20. People seeking work  21. With friends  22 Short term commitment  23. Older people | | |
| **3d) Number of volunteers**  IF there are a limited number of volunteers in total you’ll require for this opportunity then please specify  *e.g. 1, 10 or 50 volunteers.* | *Write number of volunteers required here* |

|  |
| --- |
| **QUESTION 4: CATEGORISING YOUR OPPORTUNITY** |
| **The following questions (part a, b & c), allows you to define where your volunteering opportunity appears when prospective volunteers are searching on the do-it website.** |
| **4a) Suitable for volunteers interested in….**  Please select up to 5 causes (in blue text) most applicable to this opportunity from the list below. Please note there are 9 categories so please make sure you see them all.   |  |  |  |  | | --- | --- | --- | --- | | Either single click on the box to the left of each cause to check the box, or write them here:  1-  2-  3-  4-  5- | | | **1 Professions**  Media  Marketing  Hlth & Safety  IT  Legal  Retail | | **2 Education**  Education  Museums  Heritage  Literacy  Libraries  **6 Communities**  Women  Men  LGBT  Faith  Race & Ethnicity  Immigrants | **3 Environmental**  Environment  Animals  Wildlife  Conservation  **7 Crime & Justice**  Justice  Politics  Civil rights  Ex-offenders  Victim support  Human rights  Domestic violence  Prisoners  Crime | **4 Culture & Sport**  Festivals  Performance  Drama  Sport  Craft  Music  Art  Film  Public events  Recreation  **8 Health & Social Care**  Veterans & Armed Forces  Addiction  Social care  Disability  Hospices  Mental Health  Medicine | **5 Crisis & Poverty**  Poverty  Disaster relief  Unemployed  Int’national Aid  Emergency services  Food banks  Refugees  Homeless  Crisis Support  Housing  Hunger  **9 People, Youth & Family**  Older people  Families  Young people  Children |   *.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4b) Skills-** Please select up to 10 skills from the comprehensive list on the right:   * Select up to 5 skills that volunteers will gain from this volunteering opportunity, and * Select up to 5 skills that volunteers should have/you would like volunteers to have when applying for this opportunity.   Please note there are 6 categories so please make sure you read them all.  Either single click on the boxes you wish to check, or choose the 5 skills from the list and write them here:  Skills volunteers will gain:  1-  2-  3-  4-  5-  Skills volunteers should have/you would like volunteers to have:  1-  2-  3-  4-  5- | **SKILLS TO GAIN** | | **SHOULD HAVE**  **SKILLS** | |
|  |  |  |  |
|  |  | **1.Creative**  Design  Craft  Photography  Creative  **2.Practical**  Building work  Carpentry  Catering  Cleaning & tidying  Outdoor work  **3.Leadership**  Leadership  Teamwork  Managing people  Governance  Organising  **4. Technology**  Web design  Electronics  IT  **5.Academic**  Reading & writing  Reasoning  Maths  **6.Interpersonal**  Talking to others  Counselling  Listening  Negotiating |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4c) What activities will they do?**  **This opportunity is suitable for volunteers wishing to be involved in the following activities:**  Please select up to 5 activities (in blue text) from any/ all of the 7 categories below, which are the most applicable to this opportunity.   |  |  |  |  | | --- | --- | --- | --- | | Either single click on the box to the left of each activity to check the box, or write them here | | | | | 1-  2-  3-  4-  5- | **1 Practical**  Stewarding  Policing  Gardening  Construction  Retail  First Aid  DIY/Odd Jobs  Design  Outdoors  Driving  Catering | **2 Professional**  Financial control  Management  Interpretation  Legal work  Accountancy  Translation  Business development  Trusteeship | **3 Promotion & fundraising**  Lobbying  Marketing  Fundraising  Campaigning  Social media | | **4 Office**  Admin  Receptionist  Research | **5 Supporting offers**  Mentoring  Counselling  Hostels  Care work  Befriending  Support work  Providing advice  Food banks  Escorting | **6 Technology & online**  IT  Technology  Web development  Virtual volunteering | **7 Teaching & training**  Training  Youth work  Coaching  Teaching | |

|  |  |
| --- | --- |
| **QUESTION 5: WHERE** | |
| **5a) Where is the opportunity located? Please select only one of the four options below.**  Either single click on the box to the left of the location to check the box, or write here:  1 No location  2 Working from home  3 Regional or Local area  Please state here the name of the region or local area that the opportunity is based in: | |
| 4 At specific address  Please state specific opportunity address below: | |
| **Postcode** |  |
| **Address line 1** |  |
| **Address line 2** |  |
| **Town** |  |
| **County** |  |

|  |  |
| --- | --- |
| **QUESTION 6: WHEN** | |
| **6a) Would you like to advertise on the do-it.org website?**   |  |  | | --- | --- | | Yes | No | | |
| **6b) Advertising dates**  **When does the volunteering opportunity occur?**  Upon receipt of this opportunity form, we will add these details to do-it.org website for advertising as soon as possible, and advertise your role for one year.  However, if the opportunity is available for a set amount of time only, or on specific dates, then please enter start & end dates for advertising this opportunity: | |
| **Start Advertising this Opportunity:** | DD/MM/YY |
| **Stop Advertising this Opportunity:** | DD/MM/YY |
|  | |
| **6c) Time of day**  What time of the day, and days of the week can volunteers participate in this opportunity?  *Select all the relevant boxes that apply.* | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **All** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** | | **Morning** |  |  |  |  |  |  |  | | **Afternoon** |  |  |  |  |  |  |  | | **Evening** |  |  |  |  |  |  |  | | |

|  |  |
| --- | --- |
| **QUESTION 7: PICTURE** | |
| **A landscape picture for your opportunity to enhance your advert.**  A picture specific to the volunteer role that will show on the Do-it.org website. | |
| Specifications:   * Picture Dimension:   616 x 318px (letterbox)   * *Format:*   JPEG (.jpg)  GIF (.gif)  PNG (.png)   * File size:   No larger than 1MB | *Insert picture here.*  *Alternatively send your picture to us via email.* |

**When you have completed this Opportunity Form please return it to us either**

**by email** [**volunteers@vcaec.org.uk**](mailto:volunteers@vcaec.org.uk) **or by posting to us, at Ely Volunteer Centre, 41E Forehill, Ely, Cambs, CB7 4AA**