# Volunteering role description

**Volunteer Centre Middlesbrough**

| **Name of Volunteer Opportunity**   e.g. 'Publicity Volunteer' (please make the title as specific as possible) |
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| |

| **1**. **Role Contact Details** | |
|---|---|
| Contact Name: | |
| Telephone (used by Volunteer Centre only): | |
| Public Phone: | |
| Email (mandatory): | |
| Role Address: | |
| Post Code: | |
| Is this role available in multiple locations? | |

| **2.** | |
|---|---|
| Advertising Start Date | |
| Advertising End Date | |

| **3. When do you require volunteers?** | | | | ☐ **Any time** | | | |
|---|---|---|---|---|---|---|---|
| | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| Morning | | | | | | | |
| Afternoon | | | | | | | |
| Evening | | | | | | | |

| **4. Volunteer role** |
|---|
| **4a. Description of the volunteer's role** - Please give accurate breakdown of tasks and make the opportunity as interesting and appealing as you can. It helps to ask yourself why would a potential volunteer want to do this role. (2,000 characters max – including spaces) |
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**mvda** supporting voluntary and community action

**4b. Short description of the volunteers role –** (500 characters max – including spaces)

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**5. Skills Required**

| | | | |
|---|---|---|---|
| | Admin | | Good IT skills |
| | Art and craft | | Language skills |
| | Basic IT skills – internet and email | | Managing people |
| | Bookkeeping and finance | | Maths |
| | Building and maintenance | | Negotiating |
| | Carpentry | | Organising and planning |
| | Cleaning and tidying | | Photography |
| | Conservation | | Reading and writing |
| | Counselling | | Research |
| | Creative and design | | UK Driving Licence |
| | Evaluating and reviewing | | Web Design |
| | Gardening | | |

**Does the volunteering opportunity require any minimum skills or abilities?**
Things an applicant needs to *already have* to do the role and can't be trained up for, e.g. people-friendliness for doing a customer facing role.

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**6. What benefits will the volunteer get from the volunteering opportunity?**
E.g. Experience and skills in ……., knowledge and understanding of ……., training, social contact, personal development…

**7. Directions to find the opportunity:** please include bus number, which stop/landmark to get off at and any other information that will help people to find you easily.

<br><br><br><br><br><br><br>

| 8. How long will you take to respond to enquiries about this role? | | | |
|---|---|---|---|
| One Day | One Week | Two Weeks | One Month |

### 9. What is the main activity/activities of this volunteer role

| | | | | | |
|---|---|---|---|---|---|
| | Administration | | Entertainment | | Marketing, PR and media |
| | Advice, information and support | | Environmental | | Music |
| | Art and design | | Events and stewarding | | Practical work and DIY |
| | Befriending, buddying and mentoring | | Finance and accountancy | | Retail and charity shops |
| | Building and construction | | First Aid | | Sport and coaching |
| | Business, management and research | | Fundraising | | Support work |
| | Campaigning and lobbying | | Gardening | | Teaching and training |
| | Caring | | General and helping | | Trusteeship and committees |
| | Catering | | Hostels | | Volunteer management |
| | Community Work | | IT, technology and websites | | Youth work |
| | Counselling | | Languages and translation | | |
| | Driving | | Legal | | |

| 10. Is this opportunity suitable for : | | | | | |
|---|---|---|---|---|---|
| | Individuals | | Groups | | One off volunteer role |
| **Number of volunteers required** | | | | | |

| 11. Is this opportunity open to people aged? | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | **13+** | | **14+** | | **16+** | | **18-25** | | **18+** | | **50+** |

**12. How to find out more:**

<br><br><br><br>

**13. How will you select volunteers?**

|   | Application form |   | References |   | DBS Check |
|---|---|---|---|---|---|

**14. What kinds of support will the volunteer receive?** (Induction and training and regular support sessions are a part of our minimum requirements for advertising volunteering opportunities)

|   | Induction and  training |   | Travel expenses |
|---|---|---|---|
|   | Regular support supervision |   | Child / carer expenses |
|   |   |   | Food |
|   |   |   | Safeguarding Policy |
|   |   |   | Disabled Access Available |
|   |   |   | Other (please specify below) |

**Other support provided:**

<br><br>

**15. Do you have the following policies and procedures in place?** (Volunteer insurance is part of our minimum requirements for advertising volunteering opportunities)

|   | Volunteer Insurance Policy |
|---|---|

**16. Inclusive Volunteering**

Please state any groups you particularly welcome or have the resources to support, e.g. ex-offenders, refugees and asylum seekers, people with additional needs or disabilities.