** Volunteer Woking – Woking Borough Council**

**Opportunity Form**

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| Opportunity Type Ongoing □ One Off □ |
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| Title of Opportunity |
| Name of Organisation |
| Description of opportunity |

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| SKILLS |
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| **WHAT INTEREST DOES YOUR OPPORTUNITY COME UNDER - PLEASE TICK UP TO THREE**

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| Arts Heritage & Entertainment □ | Black White Ethnic Community □ | Children /Young People □ |
| Community Support □ | Crime Victims & Offenders □ | Disability □ |
| Domestic Abuse, Rape and Sexual Abuse □ | Emergency Response □ | Employment, Education and Training □ |
| Environment □ | Faith & Religion □ | Families and Parenting □ |
| Health and Hospice □ | Homeless and Housing □ | LGBTQ □ |
| Mental Health □ | No Specific Interest □ | Older People □ |
| Poverty □ | Refugees □ | Sport & Fitness & Recreation □ |
| Substance Misuse & Addiction □ | Veterans & Armed Forces □ | Wildlife and Animals □ |

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| WHAT ACTIVITY DOES YOUR OPPORTUNITY COME UNDER - PLEASE TICK UP TO THREE |
| Arts Heritage & Entertainment □ | Advice and Information □ | Animals □ |
| Befriending & Buddying □ | Catering □ | Conservation □ |
| Counselling □ | Creativity □ | DIY and Odd Jobs □ |
| Driving □ | Employee Volunteering □ | Entertainment □ |
| Finance □ | Fundraising □ | Gardening □ |
| IT and Websites □ | Languages and Interpreting □ | Legal Work □ |
| Marketing, PR and Social Media □ | Mentoring □ | No specific activities □ |
| One Off Activities □ | Retail □ | Teaching, Training and Coaching □ |
| Trusteeship & Committee work □ | Youth work □ | Other □ |
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| Location of your opportunity |
| Address 1 |
| Address 2 |
| Address 3  |
| Town  Postcode |
| volunteer applications will be sent to:  |
| Name  |
| Position in organisation |
| E-mail  |
| Telephone |
| Mobile |
| Address 1 |
| Address 2  |
| Town |  |
| County | Postcode |

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| Days and times (PLEASE tick relevabt boxes) |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday  | Sunday |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |

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| Availablity Details - Specific details for when a volunteer would need to be available for this opportunity |
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| **OTHER REQUIREMENTS** |
|  Start Date - End Date - or ongoing □ |
|  Working from home □ Full time □ Part Time □ Short Term □ |

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| Qualitity Control (PLEASE circle correct information and give further details if nessacary) |
| NAME |  |  |  | Further details if required |
| Accessibility | YES | NO | N/A |  |
| Age Restrictions | YES | NO | N/A |  |
| Data Protection Act | YES | NO | N/A |  |
| DBS Check required | YES | NO | N/A |  |
| Equal Opportunities | YES | NO | N/A |  |
| Expenses Reimbursed | YES | NO | N/A |  |
| Extra skills required | YES | NO | N/A |  |
| Health & Safety policyin place | YES | NO | N/A |  |
| Ongoing Support for Volunteer | YES | NO | N/A |  |
| Training provided | YES | NO | N/A |  |
| Volunteer Induction | YES | NO | N/A |  |
| Volunteer Policy | YES | NO | N/A |  |
| Volunteers covered by insurance | YES | NO | N/A |  |
| Written Role description | YES | NO | N/A |  |

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| **REQUIREMENTS - PLEASE tick or highlight relevant boxes** |
| Other - | Relevant Qualifications or Training |
| Has own vehicle or access to a vehicle | Has a driving licence |
| Can drive a minibus | Must live & work locally |
| Own computer or secure access to one | Will require references |
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| **We like to support volunteers who, although would like to volunteer may themselves require additional specific support. Please tick or highlight the boxes if this opportunity can be done by any of the categories below.** |
| Have been unemployed for 6 months or more □  | Have learning difficulties □  | Are recovering from drugs & alcohol problems □ |
| By a 14 year old □ 16 year old □and above | Are ex-offenders □ | Unable at present to help the above □ |
| Struggling with their health & wellbeing □  | Are refugees □  | Other - |
| Referrals online - PLEASE tick or highlight relevant boxes |
| See volunteer and discuss before sending volunteer details. By doing this we hope to be able to give you a more intelligent referral.**STOPPED AT PRESENT DUE TO COVID 19** | We will send all referrals to you without seeing the volunteer. |
|  Call to discuss this with us | Other |
| Are you happy for this role to be posted on Volunteer Woking social media account |
| **YES** □ **NO** □ |

Thank you for filling out this form. By answering as many questions as possible it helps Volunteer Woking source the right volunteer for your organisation. If you feel there is any further information we need to help find the right volunteer. Please let us know

**FURTHER INFORMATION -**

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**Use of your personal data**

In order to advertise your volunteering opportunity, we (Woking Borough Council) need to collect your personal data.

In order to provide this service, your volunteer details will be used in order to contact you. We will not share it with anyone else unless the law allows us to do so.

We will hold your personal data for no longer than 7 years after your volunteer opportunity is filled. You can ask us to access, rectify or erase the personal data we have about you by contacting us.

We will also send your newsletters using the contact details you have provided. You can unsubscribe by replying STOP.

More information on how we collect and use your personal data and the control you have over it is available on our website:

You can also find out more by contacting our Data Protection Officer: [woking.gov.uk/dataprotection](http://wbcsp16/sites/documentsb/VolunteerDev/woking.gov.uk/dataprotection)

Please return form to:

**Volunteer Woking - Woking Borough Council**

**Civic Offices, Gloucester Square**

**Woking Surrey**

**GU21 6YL**

**Telephone: 01483 743822 E-Mail:** **volunteer@woking.gov.uk**