**Register a volunteering opportunity with Hammersmith and Fulham Volunteer Centre (HFVC)**

Hammersmith and Fulham Volunteer Centre (HFVC) offers a FREE brokerage service to groups and organisations that involve volunteers. We advertise and promote your volunteering opportunities in a number of ways:

* Online, on the national volunteering website www.do-it.org
* Face to face, at outreach events and one to one volunteer interviews at our centre in Hammersmith

**What type of volunteers do we refer?** A wide range of people interested in volunteering access our services; there is no typical volunteer but advertising with us gives your organisation the chance to reach out to a broad volunteer base. If you have provided an email address and volunteers apply online, their details will be emailed directly to you, so that you can contact them. If you do not have an email address, or volunteers come to our office, they will be provided with your contact details so that they can get in touch with you. Please bear in mind that HFVC doesn’t offer a screening or a matching service, and we don’t take references or carry out DBS checks. Volunteers accessing our service can apply for whatever volunteering opportunities they like and in many cases we won’t have met the volunteer if they apply online, by email or on the telephone.

**Are you ready to involve volunteers?** Involving volunteers for the first time needs a bit of thought to ensure that volunteers fit successfully into your group and are able to make a positive contribution. Review the Investing in Volunteers Quality Standardfor guidance on what you need to think about before taking volunteers on-board.

**Writing a role description:** A clear, well written role description gives you the best chance to attract the volunteer that is right for your organisation. Contact the Volunteering team should you want some advice.

**What next?** Submit the form by email to enquiries@hfvc.org.uk or by post to HFVC, 148 King street, London W6 0QU

A volunteer advisor will review your registration form and may ask for additional information. The final details will be uploaded and available to view online at <http://www.do-it.org> within a few days. After 6 months we will get in touch to review the volunteer role.

**IMPORTANT - Please let us know if:**

* **You no longer need volunteers for the role we are advertising**
* **You have enough volunteers**
* **The role description has changed**
* **Your contact details have changed**

**Getting help with the process:** The volunteering team at HFVC are happy to help and advise you on volunteer engagement and volunteer management.

**Tel: 020 8741 9876**

**Email: enquiries@hfvc.org.uk**

Volunteer Opportunity Registration Form

**Organisation Name:**

**About your organisation**

**About your organisation**

**Activities:** What does your organisation do?

**Section 1: Organisation, Name and Address**

**Contact person:**

**Address:**

**Postcode:**

**Contact Person for the** **Volunteer Opportunity\***

\*The main contact for all mailings, follow up calls and invitations.

**Telephone Number:**

**Email:**

**Are you a registered charity?**

**Charity number (if applicable)**

**Are you a not for profit organisation?**

**Website**

**Facebook page**

**Twitter page**

When we advertise opportunities online, you have an opportunity to add a logo and a cover photo if you choose. Please copy and paste below, or attach to the email if you wish to include these. Please note, opportunities with images receive twice as many views as those without.

**Logo (if applicable)**

**Cover photo (if applicable)**

**Volunteer Opportunity Title:**

**Volunteer opportunity address if different from the organisation address**

**Is**

**Please give directions to the Volunteering Opportunity:**

**Description:**

*This is your chance to sell your volunteer role and influence the type of volunteer that you will attract. Please give detailed information about the volunteer role, including specific tasks, special conditions, benefits for the volunteer etc.*

**What are you looking for?**

*Some volunteering opportunities may be appropriate for all skills levels whereas other will need specific skills and experience.*

**How many volunteers are you looking to recruit for this role?**

**What days and times do you need a volunteer?**

**Please tick all that apply**

Weekday (state days)

Evening

Weekend

Short term/one off opportunities:

**Does this volunteering role have a closing date? Yes No**

**Requirements**

Please tick if any of the following apply

|  |  |
| --- | --- |
| Relevant qualification or training |  |
| Will require criminal record check (DBS) |  |
| Driving license |  |
| Own vehicle or access to a vehicle |  |
| Can drive a mini bus |  |

**Suitabilities**

Please tick if any of the following apply

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| People with visual impairment |  | Long term commitment |  | 18-25 year olds |  |
| Employee volunteers |  | Groups |  | University students |  |
| Micro |  | People with restricted mobility |  | From your office |  |
| Indoor |  | Online |  | People seeking work |  |
| Under 16s |  | Outdoor |  | With friends |  |
| Event |  | 16-17 year olds |  | Short term commitment |  |
| School children |  | From home |  | Older people |  |
| Family |  | Over 18s |  |  |  |

**Other information**

|  |  |  |  |
| --- | --- | --- | --- |
| Wheelchair access? | Yes | No | |
| Equal Opportunities Policy? | Yes | No | |
| Do you pay travel expenses? |  | | |
| Do you pay lunch expenses? |  | | |
| Involve ex/offenders? | Yes | No | Consider on a case by case basis |