

Voluntary and Community Action

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Registering with your local Volunteer Centre

Dear colleague

The Volunteer Centre at Voluntary and Community Action promotes volunteering opportunities to the general public. Our knowledge of local voluntary organisations, the public sector and community groups makes us the first point of contact for anyone interested in finding out about local volunteering opportunities. Potential volunteers access our services via the Internet, through telephone enquiries and informal face-to-face interviews. Our goal is to match a volunteer's interests, skills and availability with appropriate opportunities.

Registering your organisation's volunteering opportunities with us enables your opportunities to reach a wider audience and helps you to find the volunteers you need.

The details you provide will be entered onto our database that is used to provide information to prospective volunteers. The information, with your permission, will also go on-line on the national volunteering website www.do-it.org.uk

In addition to our one-to-one sessions with people interested in volunteering we can actively promote your opportunities through:

- volunteering events
- information days
- the internet
- volunteering directory
- local media

How we work with volunteer-involving organisations

Step one - Register your organisation and its opportunities with the Volunteer Centre, using the Organisation Registration form and Volunteering Opportunity Registration form (see attachment). Complete a separate form for each new opportunity to be registered. Once we have received the forms, we will contact you to confirm the registration process. If you would like further advice or help with completing the forms,

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please get in touch. We are more than happy to arrange to meet with you to discuss your organisation's activities and requirements if this is something you would find useful.

Step two – Information on your activities or services helps prospective volunteers get a clearer picture of what you do. Keep us up-to-date with leaflets, publicity materials or newsletters in order to help us to promote your opportunities effectively.

Step three – Referrals. If a prospective volunteer expresses an interest in your opportunities we will contact you and pass on their details. Please respond promptly to any referrals we make. Remember that volunteers are likely to be looking at more than one organisation before making a decision. This is your chance to enthuse about your organisation.

Step four – Invite a prospective volunteer for an informal chat or interview. Remember it is your responsibility to assess the volunteer's suitability for a role before taking up references or a Criminal Records Bureau check.

Step five – Keep us informed. Let us know if you take on any of the volunteers we refer to you or complete and return the organisation feedback form which is sent to your organisation 6 - 8 weeks after referral. Also inform us if an opportunity is no longer available, this will help to prevent us from referring volunteers to you unnecessarily. We will check the information we hold with you annually and you can add or remove opportunities at any time.

The Volunteer Centre can also offer advice, information and support on all aspects of volunteer recruitment and management.

I look forward to hearing from you.

Rebecca Gooch

Rebecca Gooch
Volunteering Adviser