



# VOLUNTEER OPPORTUNITY DETAILS FORM



**PLEASE REFER TO THE OPPORTUNITY GUIDANCE NOTES PROVIDED FOR INFORMATION ON COMPLETING EACH QUESTION.**

It is worth remembering that this is a chance to “sell” your organisation to prospective volunteers, so keep your content interesting, easy to understand and to the point, focusing on the benefits to both the volunteer and your organisation’s beneficiaries. The guidance notes provides examples of this.

*Please complete all numbered sections – should any areas be incomplete, we will contact you prior to putting on our database and website. All opportunities will be reviewed prior to publishing to ensure that they are inclusive, open to all and that volunteers are supported and protected. We will be in touch if we have any queries.*

<b>1. Organisation</b>		<b>2. Opportunity Title</b>	
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<b>3. CONTACT DETAILS</b>			
<b>Contact name</b>		<b>Position</b>	
<b>Contact telephone</b>		<b>Contact email</b>	

<b>4. Where will the opportunity take place?</b>				
<b>5. When will the opportunity start/end?</b>	<b>Start date</b>	<b>End date</b>	<b>Ongoing</b>	<input type="checkbox"/>
<b>6. Is this opportunity compatible with Saltire Awards?</b> (see guidance notes)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<b>OPPORTUNITY DETAILS</b>			
<b>7. Short opportunity summary:</b> (max 35 words) This should be an eye-catching, condensed version of the full description. (This appears on opportunity lists where space is limited)			
<b>8. Full Description:</b> (max 150 words) Tell a potential volunteer what the opportunity will involve, be role specific. Organisation detail will appear separately			

<b>9. Does your organisation currently hold the Volunteer Friendly Award?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<b>Please advise if you wish to receive further information on the above.</b>			

**10. Which ONE of the following work types matches this opportunity best?**

Administration/Office work	<input type="checkbox"/>	Justice/Legal assistance	<input type="checkbox"/>
Advice/Information giving	<input type="checkbox"/>	Homebased volunteering	<input type="checkbox"/>
Advocacy/Human rights	<input type="checkbox"/>	Languages/Translating	<input type="checkbox"/>
Arts (Music/Drama/Crafts)	<input type="checkbox"/>	Library/Information management	<input type="checkbox"/>
Befriending/Mentoring	<input type="checkbox"/>	Management/Business skills	<input type="checkbox"/>
Campaign/Lobbying	<input type="checkbox"/>	Marketing/PR/Media	<input type="checkbox"/>
Care/Support worker	<input type="checkbox"/>	Online volunteering	<input type="checkbox"/>
Catering	<input type="checkbox"/>	Play schemes/Children's clubs	<input type="checkbox"/>
Charity shops/Retail	<input type="checkbox"/>	Practical/DIY	<input type="checkbox"/>
Community/Economic development	<input type="checkbox"/>	Research/Policy work	<input type="checkbox"/>
Committee work	<input type="checkbox"/>	Residential volunteering	<input type="checkbox"/>
Computing	<input type="checkbox"/>	Short term/Seasonal volunteering	<input type="checkbox"/>
Conservation/Gardening	<input type="checkbox"/>	Specialist/Technical	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	Sports/Outdoor activities	<input type="checkbox"/>
Disaster/Emergency relief	<input type="checkbox"/>	Tutoring/Supporting learners	<input type="checkbox"/>
Driving/Escorting	<input type="checkbox"/>	Volunteering for under 16's	<input type="checkbox"/>
Equal opportunities/Race relations	<input type="checkbox"/>	Youth work	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	Finance/Accountancy	<input type="checkbox"/>

**11. Which ONE of the following subjects/client groups best matches this opportunity?**

Animals	<input type="checkbox"/>	Human/Civil rights/Justice	<input type="checkbox"/>
Anti-poverty work	<input type="checkbox"/>	Learning disabilities	<input type="checkbox"/>
Arts (music/drama/crafts)	<input type="checkbox"/>	Men's groups	<input type="checkbox"/>
Carers	<input type="checkbox"/>	Mental health	<input type="checkbox"/>
Children	<input type="checkbox"/>	Museums/Galleries/Heritage	<input type="checkbox"/>
Crime/Safety	<input type="checkbox"/>	Offenders/Ex-offenders	<input type="checkbox"/>
Disaster/Emergencies	<input type="checkbox"/>	Overseas aid/Developing world	<input type="checkbox"/>
Drugs/Alcohol issues	<input type="checkbox"/>	Physical disabilities	<input type="checkbox"/>
Education/Literacy	<input type="checkbox"/>	Refugees/Asylum seekers	<input type="checkbox"/>
Elderly	<input type="checkbox"/>	Religion/Faith	<input type="checkbox"/>
Environment	<input type="checkbox"/>	Sensory impairment	<input type="checkbox"/>
Ethnic minorities	<input type="checkbox"/>	Sports/Outdoor activities	<input type="checkbox"/>
Families	<input type="checkbox"/>	Tackling unemployment	<input type="checkbox"/>
Gender/sexuality	<input type="checkbox"/>	Women's groups	<input type="checkbox"/>
Health/Hospitals/Hospices	<input type="checkbox"/>	Young people	<input type="checkbox"/>
Homeless/Housing	<input type="checkbox"/>		

**12. Are there any restrictions on who can volunteer?**

<b>Minimum age</b>		<b>Maximum age</b>	
<b>Gender or other restrictions:</b> (under certain conditions restrictions may apply but take care not to discriminate as we promote volunteering for all)			

**13. Please explain why these restrictions apply**

**14. What skills, interests or experience would a volunteer require for this opportunity?**

**15. Number of volunteers required**

**16. Additional Support**

By offering some additional support and introducing small adjustments, organisations can benefit from a wider pool of skills and talent.

These resources give good information, and cover a range of areas.

<https://dvva.scot/additional-support-needs/>

**17. Timing description:**

(please state number of hours, minimum time commitment, and whether the opportunity is weekly, monthly etc.)

**18. When will the opportunity happen?**

(please tick all that apply)

<b>Flexible</b>	<input type="checkbox"/>	<b>School holidays</b>	<input type="checkbox"/>	<b>Term time</b>	<input type="checkbox"/>
<b>Residential</b>	<input type="checkbox"/>	<b>Short term</b>	<input type="checkbox"/>	<b>Home based</b>	<input type="checkbox"/>

	AM	PM	Eve
Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**19. Is a volunteer taster session available for this opportunity?**

(please refer to opportunity guide for further information on taster sessions)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**If yes please give brief details**

<b>20. TRAINING OPTIONS</b>	
Induction training	<input type="checkbox"/>
Ongoing training	<input type="checkbox"/>
<b>21. Training details: (max 35 words) give a brief description of induction, ongoing training and support</b>	

<b>22. SUPPORT OPTIONS</b>	
Named contact for volunteer	<input type="checkbox"/>
Child care expenses paid	<input type="checkbox"/>
Wheelchair access/Disabled toilets	<input type="checkbox"/>
Does your organisation reimburse travel expenses?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes give details (max 35 words)	

<b>APPLICATION PROCESS</b>	
<b>23. Selection Methods (tick all that are appropriate)</b>	
Application form	<input type="checkbox"/> Informal chat <input type="checkbox"/>
Interview	<input type="checkbox"/> Other <input type="checkbox"/>
<b>Details:</b>	
PVG required	<input type="checkbox"/> References <input type="checkbox"/>
Basic Disclosure required	<input type="checkbox"/>
Trial period	<input type="checkbox"/>
<b>24. How should potential volunteers initiate contact?</b>	
Email <input type="checkbox"/>	Telephone <input type="checkbox"/> Post <input type="checkbox"/>

## Consent Form

This form asks for your consent to allow us to use your data which may on occasion be personal data, for the reasons stated below. You should only sign it if you want to give us your consent.

Dundee Volunteer & Voluntary Action would like to process the following information about you

- Name
- Position
- Telephone Number
- Email address

Why we would like to use your information

We need this information to publish contact details as part of the Volunteering Opportunity so that potential volunteers can make enquiries to you about it.

Dundee Volunteer & Voluntary Action will use the data for the following purposes with your consent:

- Your information will be stored in the Milo database for the third sector interface network in Scotland.
- Your information will be published online and in hard copy as part of the Volunteering Opportunity

How to withdraw your consent

You can withdraw the consent you are giving on this form at any time. You can do this by contacting [volunteer@dvva.scot](mailto:volunteer@dvva.scot).

<input type="checkbox"/>	I consent to Dundee Volunteer & Voluntary Action processing my/our details for inclusion on MILO the Third Sector Interface database. I have read and understand the privacy statement provided.		
Signed		Post held	
Date	Click or tap to enter a date.		

## Privacy Statement

This privacy notice tells you about the information we collect from you when you provide us with a volunteering opportunity for publication. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### What personal data will we collect?

We collect information from you such as your name, position, telephone number and email address. This is generally not considered personal data, although there may be cases where you supply a personal or home phone number or email address, which is why we want to be explicit around how this information is used and shared. Where possible, we would encourage you to supply an organisational number or email address.

## What are the purposes of processing the data?

We will use your information to keep up to date and accurate records of the people and organisations we engage with as part of our work with the local community and voluntary sector and to contact you with information which might be relevant to your work.

We need this information to provide potential volunteers with contact details for your organisation so that they may enquire direct to you about the volunteering opportunity we have published on your behalf.

We require this information to provide services as a Third Sector Interface.

## Lawful processing of personal data

Dundee Volunteer & Voluntary Action can process your information because you have given explicit consent.

## What we do with your data

Your information is stored in the Milo database for the third sector interface network in Scotland. Milo is operated on the Salesforce platform and managed for us by Scottish Council for Voluntary Organisations (SCVO), acting as a data processor. You can find out more about SCVO at their website ([www.scvo.org.uk](http://www.scvo.org.uk)).

If you ask to be made the contact for a live volunteering opportunity, the phone and email contact details you have given will be published online or in hard copy as part of the opportunity.

## How long do we keep your data?

We will keep your information for as long as you are an active contact. If we do not have any contact with you for a period of three years, your information will be deleted from our system.

## What are your rights?

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. Contact [volunteer@dvva.scot](mailto:volunteer@dvva.scot).

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>