



# Pembrokeshire Association of Voluntary Services

Registered Charity No. 1063289 Registered Co. No. 3343059

## Volunteering Pembrokeshire Volunteering Vacancy Registration Form

Office Use

Reg No \_\_\_\_\_

Date \_\_\_\_\_

### Organisation Details

Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Web site \_\_\_\_\_

### Overview of Volunteering Vacancy

Volunteering Role Title \_\_\_\_\_

Description of Volunteering Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Location Details

Where is the volunteering carried out? \_\_\_\_\_

Is there disabled access? \_\_\_\_\_

What transport facilities are there? \_\_\_\_\_

### Times Required

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

How many hours per week are volunteers expected to give? \_\_\_\_\_

What is the minimum period of commitment for volunteers? \_\_\_\_\_

## Support and Supervision

Is there someone responsible for volunteers? (if yes, give details) \_\_\_\_\_

What support is offered to volunteers? (e.g. one to one sessions, social events etc) \_\_\_\_\_

Will volunteers be working on their own or in a group? \_\_\_\_\_

## Expenses and Training

Are 'out of pocket' expenses refunded? \_\_\_\_\_

Are volunteers offered training? (if yes, give details) \_\_\_\_\_

## Policies

	Yes	No
Do you have a Child Protection Policy (volunteers under 18)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a complaints procedure for volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an up-to-date Health and Safety policy?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Equal Opportunities Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Are volunteers insured when working with you?	<input type="checkbox"/>	<input type="checkbox"/>

## Recruitment Procedures

Are you happy to take on volunteers of these age groups?  Under 18  
 18 - 24  
 Over 24

Do you have any age restrictions?  Yes  No

What are your selection procedures?  Formal Interview  Informal discussions  
 Criminal records checks  References

Do you have any other selection procedures? \_\_\_\_\_

Are there any people for whom this vacancy would be inappropriate?  
\_\_\_\_\_

## Skills and Interests

Does this vacancy require any particular skills, qualities or experience? \_\_\_\_\_

## Driving Volunteering Vacancies

What type of licence is required? \_\_\_\_\_

Do volunteers require their own transport/insurance? \_\_\_\_\_

*I certify that the information provided on this form is correct to the best of my knowledge.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_