

Organisation and Volunteering Opportunity Registration Form

Please answer all questions on this form enabling us to fully promote your opportunity. Unfortunately incomplete forms may need to be returned to you.

Organisation Name

WOODBIDGE COMMUNITY HALL MANAGEMENT COMMITTEE

Aims & Objectives of Organisation

To provide accommodation for the inhabitants of Woodbridge and surrounding area without distinction of political, religious or other opinions for the use for meetings, lectures and classes and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

Organisation Address

Station Road WOODBRIDGE IP12 4AU

Opportunity Title

Please provide a short and appealing title for this opportunity

BOOKING SECRETARY

Opportunity Point of Contact Details (inc. name, email and phone as well as address and postcode)

Robin Stroud 18 Roxburgh Road IPSWICH IP4 3HN Tel. 01473 723573
Email robin195860@yahoo.co.uk

Volunteer Commitment (Please specify below the commitment needed from the volunteer. It is a regular activity? When and where does it normally occur? Or perhaps, is it a one off event?)

Working from home the Booking Secretary would need to be available for hirers to contact them by phone and email at reasonable times and carry out associated administrative tasks. Approx. 3-5 hours per week

Description of the Opportunity

To take booking enquiries and complete necessary forms.

Issue invoices, pay income to the bank and inform Treasurer of income

Attend Committee meetings every other month and make a verbal report on current hiring position

Person Specification (Skills, Experience, Qualifications & Personal Attributes) Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity. This statement may appear on www.do-it.oq.uk

IT literate with access to a computer and telephone.

All expenses would be reimbursed

Additional Criteria

We would be grateful if you could answer the following, providing any extra information that you think might be useful.

	Yes	No	Comments
Are there any age/gender restrictions?		x	
Do your premises have disabled access?	x		
Do you have an equal opportunities policy?	x		
Do you pay volunteer expenses?	x		
Does your policy include volunteers?	x		
Are you able to provide support to those with extra needs?	x		
Do you consider volunteers who are... Ex offenders?	x		
Current offenders?	x		
Asylum seekers?	x		
People with English as a 2 nd language?	x		
People with Learning Disabilities?	x		
People with/in recovery from Mental Health Issues?	x		
People with/in recovery from Substance Misuse?	x		

Recruitment & Induction

Please describe any induction or training that maybe available to volunteers

	Yes	No	Comments
Application Form	x		
DBS (previously known as CRB)	x		
Informal Discussion	x		
Interview	x		
References	x		
Trial Period	x		
Mandatory Training	x		
Other			

Training

Induction training would consist of working with the current Booking Secretary for a month before they retire from the post

We normally post volunteering opportunities to the National Volunteer Database which appears on the Internet at the do-it website. This would make details of this opportunity available to thousands of potential volunteers. If you do not want this opportunity included on the NVD please tick the box. Your information is important to us, you can request a copy of our Data Protection Policy.

We do not want this opportunity included on the National Volunteering Database.

Signed:	Date:
Name:	
Organisation:	

When you have completed this form please return it to:

Community Action Suffolk, 1 Cornhill, Ipswich, IP1 1DD.

Telephone: 01473 261116

Email: volunteering@communityactionsuffolk.org.uk

Website: www.communityactionsuffolk.org.uk

Thank you for taking the time to complete this Opportunity Form, your patience is much appreciated. We look forward to working together in order to promote volunteering within your organisation.