



Introduction to task form

Completion of our volunteering task form is the first step to publicising your volunteering opportunity accurately and effectively, to ensure you are matched up with the right applicants.

Completing the form

The four-page form is a simple 'locked document' in Microsoft word. Simply work your way through the active grey cells, starting with 'Organisation name'. Add text where required or click on the buttons that are relevant to the task for which you want to recruit.

We need a separate form for every task or role you want to fill. If you have more than one to register with us, simply complete your first task form, save it and then amend the content of the task-specific boxes, saving as a separate renamed document.

Please ensure all the required information is provided – this is essential for our data system to function and to produce the outputs which will drive a successful recruitment process.

Guidance notes about what we are asking for

Section 1 – Organisation

Please read the notes on the form about how our volunteering task advertisements rely on your organisation being included on the RVA Directory. As well as the details on this form, the matches we undertake use parameters from your Directory listing, like the type of users you work with, the field of work you are in etc. ensuring the best possible fit with the volunteer's motivation.

Section 2 – Who should volunteers contact?

We will use these contact details to regularly contact you regarding the current availability and outcomes monitoring. Bear in mind that this information will be also be accessible to the public.

Section 3 – Task location

This is an intrinsic part of each task description. If you require different volunteers for different addresses, then whatever the overlap in duties, we need a separate task form so that our Google mapping can help prospective volunteers to locate each task. However, if the task involves a volunteer working beyond one specific location, then use the text box at the bottom of the section to describe requirements and submit one form.

Section 4 – Task timing

Volunteers will record their availability via a similar template and our system will match this with your needs to assess whether there is a good fit. Please complete carefully.

Section 5 – Task description

We are keen to ensure that people with disabilities can perform volunteering roles for which they have the qualities needed. If you are able to provide support to a person with disabilities to perform your task, then please tick the 'Needs some support' option.

Section 6 – Written description

Include the more specific essentials that the generic options in section 5 do not capture.

Section 7 – Further details

Please note that the responsibility for the recruitment and selection of volunteers rests with your organisation. This will include decisions on the use of interviews, the verification of information supplied, references, CRB checks etc. Please ensure you have read our document 'VCR Client Organisation Information' which explains the basis upon which our service is provided (you can download from <http://dl.dropbox.com/u/23971602/VCRClientOrganisationInformation.pdf>). Task forms are accepted on this basis.

New volunteering task

Volunteer Centre Reading does not guarantee to publish all submitted tasks. Tasks may be edited.
Fields marked like this are required* and we are unable to advertise your task without this information.

1 Organisation

ID (office use)

Organisation name*

Please note

Tasks can only be listed on the Volunteer Centre Reading website if your organisation is listed on our RVA Directory. Check to see if you are listed at: www.rvadirectory.org.uk and if you are not currently listed, you will have to complete a separate form, available from www.rvadirectory.org.uk/addorg

2 Who should volunteers contact?

First name*

Last name*

Job title / Role

E-mail*

Telephone*

Fax

Minicom

Contact instructions
(e.g. best method and time)

Web page on your site with
further details about this task
(if applicable)

3 Task area or location

Area description *if not based at a specific location e.g. "Across Reading"*

or enter the details of the **Specific Location** below:

Address line 1*

Address line 2

Address line 3

Town*

County

Postal code*

Country

Wheel chair accessible?

Yes

Volunteer car parking?

Yes

Secure parking for bicycles?

Yes

Nearby public transport links?

Yes

4 Task timing

Time commitment*

****Note:** If this volunteering task relates to a one off or series of events, we can publicise them on the RVA Directory – [download an events form here](#)

Please tick **only one** from the list below:

- | | |
|---|---|
| <input type="checkbox"/> One off event (see **Note) | <input type="checkbox"/> A few hours a week |
| <input type="checkbox"/> A few times a year | <input type="checkbox"/> Part-time |
| <input type="checkbox"/> A few hours a month | <input type="checkbox"/> Full time |

Parts of the day / week*

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

For the time periods marked above is the requirement for a volunteer to be available for ALL of the periods, or ANY of the periods?

ALL or ANY

Single events / dates
List all that apply

Additional time/date details?

5 Task description

Below are some ways of describing your task. These will help volunteers find suitable matches using our online tools. The better you describe your task, the better quality volunteers you will get applying for it.

Task type*

Please tick **only one** from the list below:

- | | |
|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> IT / Programming |
| <input type="checkbox"/> Advice / Information | <input type="checkbox"/> Leading group activities |
| <input type="checkbox"/> Advocacy / Campaigning | <input type="checkbox"/> Learning support / Mentoring |
| <input type="checkbox"/> Animal care | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Arts / Entertainment | <input type="checkbox"/> Management / Business |
| <input type="checkbox"/> Befriending / Visiting | <input type="checkbox"/> Marketing / PR |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Policy / Research |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Shop work / Retail |
| <input type="checkbox"/> Community Representative | <input type="checkbox"/> Sports coaching |
| <input type="checkbox"/> Conservation / Restoration | <input type="checkbox"/> Stewarding |
| <input type="checkbox"/> Coordination / Projects | <input type="checkbox"/> Support (other) |
| <input type="checkbox"/> Counselling (qualified) | <input type="checkbox"/> Teaching (qualified) |
| <input type="checkbox"/> Design / Creative | <input type="checkbox"/> Training |
| <input type="checkbox"/> DIY / Gardening | <input type="checkbox"/> Translation |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Transport / Driving |
| <input type="checkbox"/> First Aid / Emergency help | <input type="checkbox"/> Trustee / Committee roles |
| <input type="checkbox"/> Fundraising | |

About the kind of volunteer that would be suitable*

This section allows you to tell us what kind of volunteer would be suitable for this task.

Tick up to **8 qualities** from the list below:

- | | |
|--|---|
| <input type="checkbox"/> Enjoy variety and change | <input type="checkbox"/> Activist |
| <input type="checkbox"/> Prefer specific role | <input type="checkbox"/> Good sense of humour |
| <input type="checkbox"/> Prefer a regular schedule | <input type="checkbox"/> Sociable |
| <input type="checkbox"/> Self organised/motivated | <input type="checkbox"/> Serious and determined |
| <input type="checkbox"/> Like team work | <input type="checkbox"/> Patient |
| <input type="checkbox"/> Happy to work solo | <input type="checkbox"/> Supportive |
| <input type="checkbox"/> Keen learner | <input type="checkbox"/> Creative |
| <input type="checkbox"/> Analytical thinking | <input type="checkbox"/> Communicator |
| <input type="checkbox"/> Precise and methodical | <input type="checkbox"/> Wants to get out and about |
| <input type="checkbox"/> Decisive | <input type="checkbox"/> Enjoys working outside |
| <input type="checkbox"/> Inventive | <input type="checkbox"/> Likes to get hands dirty |
| <input type="checkbox"/> Business orientated | <input type="checkbox"/> Emotionally robust |
| <input type="checkbox"/> Leader | <input type="checkbox"/> Physically fit |
| <input type="checkbox"/> Follower | <input type="checkbox"/> Needs some support |
| <input type="checkbox"/> Negotiator | |
| <input type="checkbox"/> Public speaker | |
| <input type="checkbox"/> Networker | |

6 Written description

Please enter a brief description of your task*

Remember to use **keywords** that volunteers may use to search with. Use this space to highlight any **essential skills**, e.g. Driving license, Languages spoken, Qualifications.

A maximum of 100 please. Submissions may be edited before publication.

7 Further details

Training given? Yes

If so what kind and when?

Support given? Yes

If so what kind?

Expenses paid? Yes

If so what kind?

Volunteer needs own transportation to perform this task? Yes

You will be doing Criminal Records Bureau (CRB) checks? Yes

You require references? Yes

You interview volunteers? Yes

You have suitable insurance? Yes

(Please note that just like paid employees, you have an obligation to provide insurance for your volunteers)

Age limit?

Min	<input type="text"/>	Max	<input type="text"/>
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Specific gender? Male Female Transgender

(only to be used in situations where there is an Equal Opportunities compliant reason)

Number of volunteers required?*

Display task until this date
(if applicable)

It is the Volunteer Centre Reading's policy to promote volunteer opportunities for a maximum of 6 months after submission, in order to ensure the accuracy and availability of volunteer opportunities.

Before sending us your Task Form, please double check that you have completed **all the required fields***

Once you have done this, please save and send a copy to our Volunteer Centre Manager at michele.lesueur@rva.org.uk

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Registered charity number 1045782
Company registration number 2982252

Volunteer Centre Reading is managed by Reading Voluntary Action