

Volunteer Advert Form

Please email the completed form to: uckfieldvolunteer@gmail.com

Opportunity Title
Organisation Name & Address
Contact Name, Telephone Number & Email Address
Description of your Organisation
Description of role including number of volunteers required
What are you looking for?
Where would you like the vacancy advertised: Twitter Facebook Instagram Do-It website UVC Website UVC Window poster



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Practical considerations: - You may want to classify your advert as suitable for certain groups or ensure that applicants have certain qualifications. For example, this is a good place to say whether you cover volunteer expenses or not. **Please write something as it is required on the Do-it website.**

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Requirements: - Please highlight one of the options provided below:

Specified Qualification/training	DBS	Drivers Licence	Own Car	Access to car
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Suitability:-Please highlight all relevant options:

Employee volunteers	Indoors	Events	Family	Under 16s	Groups
Online	Outdoors	Persons seeking work	Visual impairment	Older person	Student
Micro	Restricted mobility	With friends	Short term	From home	From office

Suitable for volunteers interested in: Please highlight a max of 5

Media	Marketing	Health & Safety	IT	Legal	Retail
Education	Museums	Heritage	Literacy	Libraries	Environment
Animals	Wildlife	Conservation	Festivals	Performance	Drama
Sport	Craft	Music	Art	Film	Public event
Recreation	Poverty	Disaster relief	Unemployed	International aid	Emergency services
Food bank	Refugees	Homeless	Crisis support	Housing	Hunger
Women	Men	LGBT	Faith	Race & ethnicity	Immigrants
Justice	Politics	Civil rights	Ex-offenders	Victim support	Human rights
Domestic violence	Prisoners	Crime	Veterans	Addiction	Social care
Disability	Hospices	Mental health	Medicine	Older persons	Families
Young persons	children				



What skills will they gain: Please highlight a max. of 5

Design	Craft	Photography
Creative	Building work	Carpentry
Catering	Cleaning/Tidying	Outdoor work
Leadership	Work	Team work
Managing people	Governance	Organising
Web design	Electronics	IT
Reading & Writing	Reasoning	Maths
Talking to others	Counselling	Listening
negotiating		

What skills should they have: Please highlight a max. of 5

Design	Craft	Photography
Creative	Building work	Carpentry
Catering	Cleaning/Tidying	Outdoor work
Leadership	Work	Team work
Managing people	Governance	Organising
Web design	Electronics	IT
Reading & Writing	Reasoning	Maths
Talking to others	Counselling	Listening
negotiating		

What activities will they do: Please highlight a Maximum of five of the options Only

Stewarding	Policing	Gardening	Construction	Retail	First Aid
Outdoors	Driving	Catering	Financial control	Management	Interpretation
Legal	Accountancy	Translation	Business development	Trusteeship	Lobbying
Marketing	Fundraising	Campaigning	Social media	Admin	reception
Research	Mentoring	Counselling	Hostels	Care work	Befriending
Support work	Providing advice	Food bank	Escorting	IT	Technology
Web development	Virtual volunteering	Training	Youth work	Coaching	teaching

Address Where the Opportunity is Going to Be


Start Date of Opportunity:

End Date of Opportunity:

Days & Times of Opportunity

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Advertising Start Date:

Advertising End Date:

IMPORTANT

The information you have supplied will be used to promote your vacancy in the medias you have specified. All organisations need to complete a Privacy and Consent form from the Uckfield Volunteer Centre to enable us to promote your vacancies.



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Charity No. 1003511