

What's on the form "I would like to advertise a volunteering role/opportunity on your Volunteer Hub" - use this as reference when you are completing the online form.

Section 1: Your details and information about your organisation (for internal use only):

- 1. What is your email address?**
- 2. What is your first name?**
- 3. What is your last name?**
- 4. What is the name of your organisation, charity, community, faith group?**
- 5. Your role?**
- 6. Your contact phone number?**

Section 2: Information about your volunteering role/opportunity (main description):

- 7. What is the volunteering role title?** (this appears in blue text at the top of the page, followed by the name of your organisation)
- 8. Please provide a short paragraph (30 words max) summing up the role and what makes it appealing to a potential volunteer.** (this appears under the 'Role Title - Name of your organisation')
- 9. Please provide a short paragraph (30 words max) about your organisation, who you are and what you do (so that the potential volunteer understands what volunteering with you supports).** (this appears under 'About the organisation')

10. **"What you will be doing" - short description either in sentences or bullet points covering all the typical tasks and activities involved in this volunteering role.**

(take a look at this dummy role page

<https://vcsutton.org.uk/organisations/v000-volunteer-role-title-he/>

for examples and suggestions)

11. **"What's in it for you?" - short description either in sentences or bullet points covering the benefits for someone volunteering in this role.**

(take a look at this dummy role page

<https://vcsutton.org.uk/organisations/v000-volunteer-role-title-he/>

for examples and suggestions)

12. **"What skills will you need" - short description either in sentences or bullet points covering the key skills and attributes required for someone volunteering in this role.**

(take a look at this dummy role page

<https://vcsutton.org.uk/organisations/v000-volunteer-role-title-he/>

for examples and suggestions)

13. **"What's the time commitment and where?" - information on time commitment and location**

(take a look at this dummy role page

<https://vcsutton.org.uk/organisations/v000-volunteer-role-title-he/>

for examples and suggestions)

Section 3: Information about your volunteering role/opportunity (filters):

For each question tick only those that apply to your role/opportunity. These are search filters (shown on the left hand side on the Volunteer Hub main page here: <https://vcsutton.org.uk/volunteer-roles-hub/>).

14. **"Impact Areas"**: please tick at least one category of impact (who/what your main work as an organisation supports). For Trustee type roles, please tick the "Trustee or Governance" option.

Disability inclusion	
Elderly and loneliness	
Environmental and animals	
Families	
Health & Wellbeing	
Sports and Recreation	
Supporting Communities	
Trustee or Governance	
Young People	

15. **"Where"** - is the volunteering done in person/face to face ('in person')? Or virtually/remotely/online ('virtual')? Or a mix of both ('hybrid')

In person	
Virtual	
Hybrid	

16. **"When"** - when does volunteering take place? Tick all that apply including 'flexible' if this is not a fixed, regular role.

Daytime	
Evenings	
Weekdays	
Weekends	
Flexible	

17. **What age range is your volunteer role/opportunity open to?** (If this role is only open to people aged 18 years and above only tick the 1st box. If this role is open to people under 18, we will make sure that the specific age range is included in the 'What skills will you need' section).

18+	
13+	

14-15+	
16-17+	

18. Does your volunteering role/opportunity require any of the following? (We will make sure this information is included in the 'What skills will you need' section).

DBS check	
Driving license	

Section 4: Additional information needed

19. We may use images from your website and your logo to promote your role. Please confirm that you are happy for us to use images from your website - it is your responsibility to ensure you have the proper licenses or permissions for such images. If there are specific images you would like to be used, please email them to Jo Dawson, Volunteering Officer at jodawson@vcsutton.org.uk.

Yes I am happy for you to use images from your website	
No I will provide you with a specific image	
No please can you use a stock image	

20. Please let us know of a contact email address for this role that we can send details of potential volunteers to. This email address won't be shared publicly.

21. Is there a date by which you want to stop promoting your role? (for example for a one-off event)

END OF FORM