**Brunel Volunteers**

**Volunteering Opportunity Form**

 ***Details of Voluntary Opportunity***

|  |  |
| --- | --- |
| Organisation Name |  |
| Volunteer role title  |  |
| Is this role being carried out currently, or has done in the past, as a paid post? | [ ]  **Yes** [ ]  **No** |
| Volunteering role type | [ ]  **Face to Face** [ ]  **Online**  |
| If it’s Face to Face, what’s the address? |  |
|  Number of volunteers required |  |
| Volunteering commitment  | [ ]  **Ongoing** [ ]  **One-off** |
| Name of Line Manager for this roleWho will also be responsible for induction, supervision and signing off timesheets |  |
| Email Address of Line Manager  |  |
| Phone Number of Line Manager |  |
| Details of Volunteering opportunityInclude tasks and responsibilities, hours per week, where the volunteer will be based etc. (100 – 250 words)*If you have a complete role description, please send this as a separate attachment.* |  |
| Skills & experience you are looking for in a volunteer |  |
| Logo, company name  Description automatically generated  |  **Details of Volunteering Opportunity** (Continued) |
| Is a DBS Check Required?If yes, Brunel University London can support organising this. Please let us know asap. | [ ]  **Yes** [ ]  **No** |
| Do you require a CV? | [ ]  **Yes** [ ]  **No** |
| Do you require an interview? | [ ]  **Yes** [ ]  **No** |
| Are travel expenses reimbursed?It is generally good practice in the sector to pay for volunteers travel expenses. | [ ]  **Yes** [ ]  **No** |
| Additional Benefits to the volunteerExample: Free training, discount on coaching courses, etc. |  |
| Expected start dateEnd of promotion date for Opportunity | **00/00/00****00/00/00** |

Thank you for taking the time to complete this form. We look forward to working with you.

Please email your completed form to Brunel.Volunteers@brunel.ac.uk.