**Logo, company name

Description automatically generatedBrunel 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 role  Who will also be responsible for induction, supervision and signing off timesheets |  |
| Email Address of Line Manager |  |
| Phone Number of Line Manager |  |
| Details of Volunteering opportunity  Include 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 volunteer  Example: Free training, discount on coaching courses, etc. |  |
| Expected start date  End 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](mailto:Brunel.Volunteers@brunel.ac.uk).