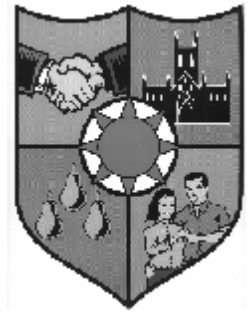


33 The Tything
Worcester
WR1 1JL
Tel: (01905) 24741
Fax (01905) 723688

Worcester Volunteer Centre

A Voice for the Voluntary Sector in Worcester



Chief Officer
Sally Ellison

INFORMATION SHEET

A) WORCESTER VOLUNTEER CENTRE.

Worcester Volunteer Centre (or Worcester City Volunteer Bureau as it was known until June 2004) was developed in response to a call from organisations and individuals requiring voluntary assistance and/or information. The Centre acts as a central recruiting agency from which organisations are able to recruit volunteers whilst also being able to offer potential volunteers the opportunity to explore voluntary openings throughout the City. The Centre is able to offer advice about volunteering and the use of volunteers to both individuals and organisations. The aim, therefore, of the Volunteer Centre is to advise, recruit, place and support volunteers whilst acting as a link and liaison with both voluntary and statutory organisations throughout the City.

The Volunteer Centre asks potential volunteers to complete an application form (volunteers are therefore registered with the Centre and covered for insurance purposes) which requires the names of two referees who are contacted for a written character reference. Additional forms may need to be completed depending on the placement possibilities of a new volunteer. Upon receipt of the references, confidential one to one interviews are conducted in some depth with potential volunteers to best determine which voluntary opportunities would suit each volunteer. The Centre offers general training in voluntary work whilst many organisations offer specific training for their volunteers.

Obviously the organisations and individuals receiving your help are very grateful for your time whether it be one hour per week or five days, temporary or permanent. Both the Centre and other organisations aim to support you as much as possible in your voluntary placement and ensure that you are happy with your situation. If you have any difficulties or problems at any time, the Centre will work with you to resolve them in a satisfactory manner. The Centre is committed to positively seeking voluntary work for all applicants and is committed to an equal opportunities policy as set out by our national association, Volunteering England, (of which we are a full member). In addition full complaints and disciplinary procedures have been implemented and the Board of Directors is committed to ensuring quality control of all activities undertaken by the Centre. We have recently been awarded the external accreditation Quality Mark by VE

B) THINGS TO THINK ABOUT WHEN CONSIDERING VOLUNTARY WORK.

Many potential volunteers come to the Centre with a completely open mind about what they would like to do; others have an idea of how they would like to help. In both cases the Centre is happy to help each person find the right voluntary placement. It would be helpful to us however if you would give some thought to the following general questions:

- How much time would I like to offer?
- Do I want to work on weekdays or weekends, daytime or evenings?
- Have I any particular interests or skills which I would like to use?
- Do I want to work in a particular geographical area, will I have a problem travelling to and from home?
- Are there any types of work I would not enjoy?
- Do I want to be trained?
- How will voluntary work fit in with my life/other responsibilities?
- What are my reasons for wanting to volunteer - what, if anything, do I hope to gain from the experience?

It will be helpful to everyone if you consider these questions as honestly as you possible can. Our aim is for you to be happy with the voluntary work you finally take up and for you to enjoy what you do. So, for example, don't feel obliged to offer your help for four hours per week if your other responsibilities make this unrealistic - the result is likely to be that you will feel rushed off your feet and possibly end up resenting the time you spend as a volunteer. In addition the organisation or individual you are helping will not be getting the best from you. It would be far better if you offered just one hour per week which you could devote happily to the voluntary task you take on - which would then be more beneficial to everyone. - You can always alter the time if your situation changes.

Please do not think that these questions are intended to discourage you from taking up voluntary work - they are simply part of the process through which you will hopefully find the most suitable voluntary position. Please remember that the Centre is there to help you and to ensure that you enjoy your voluntary work at all times.