

If you wish to contact us either: -

Tel: 01952 291350

Fax: 01952 290384 OR

Email: beverlyharris@tandwcvcs.org.uk

Website: telfordvc.tandwcvcs.org.uk

At the Volunteer Centre we are constantly striving to improve our service to organizations registered with our brokerage service. If you have any comments, compliments or concerns please address them to the Volunteer Centre Manager

**Beverly Harris
The Volunteer Centre
Telford & Wrekin CVS
Meeting Point House
Southwater Square
Town Centre
Telford
Shropshire TF3 4HS**

**THIS LEAFLET IS ALSO AVAILABLE IN LARGE
PRINT ON REQUEST**

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RECRUITING VOLUNTEERS?

HOW THE VOLUNTEER CENTRE CAN HELP

INFORMATION FOR ORGANISATIONS USING VOLUNTEERS IN THE PUBLIC, VOLUNTARY & COMMUNITY SECTORS



DO YOU NEED VOLUNTEERS? HOW WE CAN HELP

If you are a public, voluntary or community sector organization who could benefit from using volunteers, we can support your recruitment through our brokerage service.

Registering your organization and opportunities with us will:

- ❖ Allow us to advise and inform volunteers on the opportunities available in your organisation.
- ❖ Allow us to refer volunteers to you who match the requirements of the volunteer role as described by you.
- ❖ Allow us (with your permission) to advertise your opportunities. This may include promotional displays, using the media, CVS newsletter and regular mail outs to key organizations.
- ❖ Allow us (with your permission) to upload your opportunities onto the national volunteering database, www.do-it.org.uk.

By registering with the Telford and Wrekin Volunteer Centre you will also be invited to attend regular Volunteer Organizer's Forums which are opportunities for networking, support, sharing of good practice and informal training.

The Volunteer Centre also offers advice and guidance on all issues concerning volunteers and volunteering.

A Good Practice Manual on Volunteer Management is available free of charge to all organizations affiliated to the CVS.

Although Telford and Wrekin Volunteer Centre has access to a large number of potential volunteers we cannot guarantee that we will signpost or refer volunteers to you. Volunteers who visit the Volunteer Centre are given a minimum of three options to consider. They are then invited to contact organizations of their choice or if they prefer, referral details will be sent from the Volunteer Centre.

HELP US TO HELP YOU

In order for us to help you with recruiting volunteers we need you to:

- ❖ Register your organization and opportunities with the Volunteer Centre. These forms can be found on the Volunteer section of the web site on
- ❖ www.telfordvc.tandwcvcs.org.uk
- ❖ Respond quickly to volunteers we refer or signpost to you.
- ❖ Let us know if you have any particular issues with volunteers we place with you.
- ❖ Keep us informed of any changes or new opportunities in your organization. This will allow us to keep accurate information on your organization.
- ❖ Record and log volunteers placed via the Volunteer Centre