

At the CVS and in the Volunteer Centre we are constantly striving to improve our service to prospective volunteers and to voluntary organisations. If you have any compliments, comments or concerns please send them to: -

Annette Cooper
The Volunteer Centre
Telford & Wrekin CVS
Meeting Point House
Southwater Square
Town Centre
Telford
Shropshire TF3 4HS

Tel: 01952 291350

Email: Annettecoper@tandwcvvs.org.uk

Website: www.telfordvc.tandwcvvs.org.uk

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

Registered Charity Number: 702589
A Company Limited by Guarantee Number: 2436644

While the Volunteer Centre takes every opportunity to ensure the accuracy of the information given, we are reliant on volunteering organisations keeping us up to date. Please use the information given as a guide.

April 2010



WHAT HAPPENS WHEN I CONTACT THE VOLUNTEER CENTRE?

INFORMATION FOR VOLUNTEERS





Offers potential volunteers support and advice in matching their motivations to volunteer with information on volunteering opportunities.

There are various ways to contact the Volunteer Centre.

- ❖ via telephone - 01952 291350
- ❖ via email - annettecooper@tandwcvcs.org.uk
- ❖ via letter - the address is at the back of this leaflet.

Opening Hours

Monday - Thursday 9 - 1pm 2 - 5 pm
Friday 9 - 1pm 2 - 4 pm

Once you have contacted the Volunteer Centre, there are several ways in which we can help you:

1. You will be offered an appointment to come and have an informal and confidential chat in a private room at the CVS.
2. We can contact you by telephone for an informal interview. In this case information on volunteering opportunities will be emailed or sent by post.
3. You can obtain information on volunteering options from the national volunteering website at: - www.do-it.org.uk. You can register online and information will be emailed or posted to you.

WHAT INFORMATION DO YOU NEED TO GIVE AT THE INTERVIEW?

In order to give you a wide choice of the most suitable options we need to have some basic information from you, such as: -

- ❖ time available
- ❖ name, address and a contact telephone number
- ❖ interests
- ❖ skills
- ❖ own/public transport user
- ❖ motivation for volunteering
- ❖ possible barriers to volunteering

This will help build up a picture of which opportunities would best suit you and your circumstances.

You will also be given the option to complete an equal opportunities monitoring form. This information will be treated as completely confidential and will be used for monitoring purposes only.