



# The Ayrshire Community Trust North Ayrshire Opportunity Registration Form

*"Our mission is to promote, support, develop and connect groups and individuals to create resilient communities through volunteering, social enterprise and lifelong learning."*

All fields marked with an asterisk (\*) are required

## Main Details If organisation is not already registered, please complete Organisation Registration Form

Title of Opportunity:\*

Organisation:\*

Organisation Contact:\*

Telephone:\*

E-mail Address:\*

Location

At home  or at postcode

Details:\*

Use organisation postcode Yes  No  →

Postcode:

Opportunity  
dates:

Start Date:\*

End Date:\*

Ongoing?

Yes  No

Saltire Award Compatible?

Yes  No

## Details of Opportunity

**Please give a summary of the opportunity (no more than 35 words)\***

This is your chance to "sell" the opportunity to people so try to make it sound interesting and worthwhile

**Full description of the opportunity:**

## Travel details:

## Work Type:\* (select one only)

- |                               |                          |                                |                          |
|-------------------------------|--------------------------|--------------------------------|--------------------------|
| Administrative / Office Work  | <input type="checkbox"/> | Advice / Information Giving    | <input type="checkbox"/> |
| Advocacy / Human Rights       | <input type="checkbox"/> | Arts (Music / Drama / Crafts)  | <input type="checkbox"/> |
| Befriending / Mentoring       | <input type="checkbox"/> | Campaigning / Lobbying         | <input type="checkbox"/> |
| Campaigning / Mentoring       | <input type="checkbox"/> | Care / Support Worker          | <input type="checkbox"/> |
| Catering                      | <input type="checkbox"/> | Charity Shops / Retail         | <input type="checkbox"/> |
| Committee Work                | <input type="checkbox"/> | Community / Economic Dev.      | <input type="checkbox"/> |
| Computing                     | <input type="checkbox"/> | Conservation / Gardening       | <input type="checkbox"/> |
| Counselling                   | <input type="checkbox"/> | Disaster / Emergency Relief    | <input type="checkbox"/> |
| Driving / Escorting           | <input type="checkbox"/> | Equal Opps. / Race Relations   | <input type="checkbox"/> |
| Finance / Accounting          | <input type="checkbox"/> | Fundraising                    | <input type="checkbox"/> |
| Home-based Volunteering       | <input type="checkbox"/> | Justice / Legal Assistance     | <input type="checkbox"/> |
| Languages / Translation       | <input type="checkbox"/> | Library/Information Management | <input type="checkbox"/> |
| Management / Business Skills  | <input type="checkbox"/> | Marketing / PR / Media         | <input type="checkbox"/> |
| Miscellaneous                 | <input type="checkbox"/> | On-Line Volunteering           | <input type="checkbox"/> |
| Playscheme / Children's Club  | <input type="checkbox"/> | Practical / DIY                | <input type="checkbox"/> |
| Research / Policy Work        | <input type="checkbox"/> | Residential Volunteering       | <input type="checkbox"/> |
| Short-term / Seasonal Working | <input type="checkbox"/> | Specialist / Technical         | <input type="checkbox"/> |
| Sports / Outdoor Activities   | <input type="checkbox"/> | Tutoring / Support             | <input type="checkbox"/> |
| Volunteering for Under 16's   | <input type="checkbox"/> | Youth Work                     | <input type="checkbox"/> |

## Client Group:\* (select one only)

- |                                |                          |                                 |                          |
|--------------------------------|--------------------------|---------------------------------|--------------------------|
| Animals                        | <input type="checkbox"/> | Anti-Poverty                    | <input type="checkbox"/> |
| Arts (Music, Drama, Craft)     | <input type="checkbox"/> | Carers                          | <input type="checkbox"/> |
| Children (0 – 11)              | <input type="checkbox"/> | Crime & Safety                  | <input type="checkbox"/> |
| Disaster / Emergency           | <input type="checkbox"/> | Drugs / Alcohol                 | <input type="checkbox"/> |
| Education / Literacy           | <input type="checkbox"/> | Elderly                         | <input type="checkbox"/> |
| Environment                    | <input type="checkbox"/> | Ethnic Minorities               | <input type="checkbox"/> |
| Families                       | <input type="checkbox"/> | Gender / Sexuality              | <input type="checkbox"/> |
| General Public                 | <input type="checkbox"/> | Health / Hospitals / Hospices   | <input type="checkbox"/> |
| Homelessness / Housing         | <input type="checkbox"/> | Human / Civil Rights / Justice  | <input type="checkbox"/> |
| Learning Disabilities          | <input type="checkbox"/> | Leaving / In Care               | <input type="checkbox"/> |
| LGBT                           | <input type="checkbox"/> | Literacy Needs                  | <input type="checkbox"/> |
| Local Community                | <input type="checkbox"/> | Lone Parents                    | <input type="checkbox"/> |
| Low Income Households          | <input type="checkbox"/> | Men's Groups                    | <input type="checkbox"/> |
| Mental Health                  | <input type="checkbox"/> | Museums / Galleries / Heritage  | <input type="checkbox"/> |
| New Beneficiary / Client Group | <input type="checkbox"/> | Offenders and Ex-Offenders      | <input type="checkbox"/> |
| Older People                   | <input type="checkbox"/> | Overseas Aid / Developing World | <input type="checkbox"/> |
| Parents                        | <input type="checkbox"/> | People Affected By Disaster     | <input type="checkbox"/> |
| Excluded/Not Attending School  | <input type="checkbox"/> | People with Ill Health          | <input type="checkbox"/> |
| Physical Disability            | <input type="checkbox"/> | Refugees / Asylum Seekers       | <input type="checkbox"/> |
| Religious / Faith              | <input type="checkbox"/> | Disadvantaged Neighbourhoods    | <input type="checkbox"/> |
| Sensory Impairment             | <input type="checkbox"/> | Sport / Outdoor Activity        | <input type="checkbox"/> |
| Tackling Unemployment          | <input type="checkbox"/> | Travellers & Gypsies            | <input type="checkbox"/> |
| Unemployed                     | <input type="checkbox"/> | Victims of Crime                | <input type="checkbox"/> |
| Victims of Domestic Abuse      | <input type="checkbox"/> | Volunteers                      | <input type="checkbox"/> |
| Women's Groups                 | <input type="checkbox"/> | Young People (12-25)            | <input type="checkbox"/> |

## Details (continued)



### Specific neighbourhoods?

- |           |                          |             |                          |               |                          |
|-----------|--------------------------|-------------|--------------------------|---------------|--------------------------|
| Arran     | <input type="checkbox"/> | Fairlie     | <input type="checkbox"/> | Largs         | <input type="checkbox"/> |
| Ardrossan | <input type="checkbox"/> | Glengarnock | <input type="checkbox"/> | Saltcoats     | <input type="checkbox"/> |
| Beith     | <input type="checkbox"/> | Irvine      | <input type="checkbox"/> | Skelmorlie    | <input type="checkbox"/> |
| Cumbræ    | <input type="checkbox"/> | Kilbirnie   | <input type="checkbox"/> | Stevenston    | <input type="checkbox"/> |
| Dalry     | <input type="checkbox"/> | Kilwinning  | <input type="checkbox"/> | West Kilbride | <input type="checkbox"/> |
| Other     | <input type="text"/>     |             |                          |               |                          |

## Restrictions



Minimum Age:

Maximum Age:

Experience required:

Restriction details:

## Requirements



No. of Volunteers Required:

## Publication



Publish to Website?

Yes

No

Send register of interest e-mail to:

Organisation

TACT

Volunteer

## Timings



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home-Based Volunteering	<input type="checkbox"/>	Residential Volunteering	<input type="checkbox"/>	Short-Term Volunteering	<input type="checkbox"/>		<input type="checkbox"/>
School Holidays	<input type="checkbox"/>	Term Time	<input type="checkbox"/>	Flexible	<input type="checkbox"/>		<input type="checkbox"/>

Is there a minimum commitment expected of the volunteer e.g. 6 weeks, 3 months etc?

## Insurance



Has insurance? Yes  No

Insurance details:

i.e. Public liability

## Training, Support, Travel and Expenses



Taster available? Yes  No

Taster details:

Induction Training Yes  No

Support for Volunteers Yes  No

Ongoing Training Yes  No

Training details:

Childcare Yes  No

Named contact for Volunteer Yes  No

Wheelchair Access Yes  No

Disabled Access Toilet Yes  No

## Training, Support, Travel and Expenses (contd.)



Expenses paid Yes  No

Frequency: Daily  Weekly   
Fortnightly  Monthly   
Quarterly  Annually   
Not supplied  No expenses

Expenses details:

## Application Process



Selection method:

Application form  Induction Training   
Informal Chat  Interview   
Other  Police Check   
PVG  References   
Trial Period

How should potential volunteers initiate contact?

E-mail  Post  Telephone

How soon should the volunteer expect a response?  Working days

What will happen after an application is submitted?

How soon after contact should placement be expected?

1-2 weeks  2-3 weeks   
1 month  6 months

*I confirm the information provided is, to the best of my knowledge, correct.*



Name:

Signed:

Date:

Thank you for completing the form. Please take a copy of this form for your records and send it back to:

**The Ayrshire Community Trust**  
**93 Princes Street**  
**Ardrossan**  
**KA22 8DQ**

**The information below is FOR OFFICE USE ONLY**



**Staff member dealing with enquiry:**

**Date:**

**MILO Ref.:**