

## ***YOU NEED A VOLUNTEER.....***

### ***What does a Volunteer Centre do ?***

#### ***We can help you***

- *Find suitable volunteers through our volunteer brokerage service. We advertise specific volunteering vacancies and match them up with potential volunteers. We promote volunteering generally through marketing and promotion events such as national volunteers week and through regular material in the local press.*
- *Select suitable volunteers. We can advise on interviewing and selection procedures and we can help by undertaking some initial screening for you. We advise on references and other checks.*
- *Get your volunteers off to a good start. We can help with induction arrangements and training, including helping you find more specialist training.*
- *Keep your volunteers by advising you on how to support them effectively, including issues around expenses, benefits and insurance. Develop your work with volunteers. We keep a wide range of resources including publications on issues associated with volunteering. We also keep a stock of equipment for loan to help you recruit volunteers (display boards and tables etc)*



**Volunteer Centre**

Volunteering Throughout Dorset

- *We help the following groups who are looking for volunteers: Voluntary and Community Groups, Charities, Not for Profit groups, Statutory organisations and Faith Groups, who are based in the Shire County of Dorset (excluding Bournemouth and Poole).*
- *We are open Monday - Friday to register your vacancies and provide advice and support if required.*
- *We can register your vacancies on the national website—[www.do-it.org.uk](http://www.do-it.org.uk)*
- *We provide outreach workers covering West, North, East Dorset and Purbeck. All offer drop in facilities in rural market towns, to find out more contact*

*Karen Jones—West Dorset*

*07918639012*

*Dianne Cooper—North Dorset*

*07918639011*

*Ken Brearley—East Dorset & Purbeck*

*07552122710*

*Contact our Training and Development Coordinator: Jim Hart —07918639014*

## ***THERE ARE MANY WAYS IN WHICH WE CAN HELP YOU:***

### ***Good practice guides include:***

- ***Recruitment Process***
- ***Volunteers Agreements***
- ***Training for Volunteers***
- ***Policies and Procedures***
- ***Volunteer Expenses***
- ***Supporting Specific Volunteering roles.***

***'MANY PEOPLE SAID IF ASKED THEY WOULD VOLUNTEER'***

***WE ASK !***

### *What next ?*

Contact us to discuss how we can help you meet your needs for volunteers

- By email  
[info@volunteeringdorset.org.uk](mailto:info@volunteeringdorset.org.uk)

- By phone  
01305 269214

- By visiting us

The Coach House, Acland Road,  
Dorchester, Dorset.

DT1 1EF

*Monday to Friday—9am –4pm*

- Visit our website to download an organisation details form

[www.volunteeringdorset.org.uk](http://www.volunteeringdorset.org.uk)

We operate an equal opportunities policy, a copy of which is available on request. We refuse any request for volunteering support which appears to be in breach of this. We cannot meet requests for volunteers to volunteer outside the area served by the Centre, but will inform you of the nearest Volunteer Centre. We cannot guarantee to find a suitable volunteer for any vacancy. All interviews with prospective volunteers are subject to our confidentiality policy.

[www.volunteeringdorset.org.uk](http://www.volunteeringdorset.org.uk)

### Other useful links

[www.dorsetforyou.org](http://www.dorsetforyou.org)

[www.dorsetcommunityaction.org.uk](http://www.dorsetcommunityaction.org.uk)

[www.volunteeringengland.org](http://www.volunteeringengland.org)

### Weymouth Community Volunteers

01305 830255

### Island Community Action

Portland

01305 823789

### Poole Volunteer Centre

01202 675100

### Bournemouth Volunteer Centre

01202 466130



**Volunteer Centre**  
Dorset



## VOLUNTEERING THROUGHOUT DORSET LOOKING FOR VOLUNTEERS?

*A guide to the services that  
we can provide to  
organisations looking for  
Volunteers.*

**Volunteer Centre Dorset**  
**AN ACCREDITED MEMBER OF**  
**VOLUNTEERING ENGLAND.**