

## YOU NEED A VOLUNTEER.....

What does a Volunteer Centre do?  
We can help you

## Other Groups and Outreach

Need further advice



- **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.** We can advise 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, Community Interest Companies, Social Enterprises, 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**

**07918 639012**

**Gill Muhl—North Dorset**

**07918 639011**

**Ken Brearley -  
East Dorset/Christchurch & Purbeck**

**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 –4.30pm**

- 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 always 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)  
[www.ncvo.org.uk](http://www.ncvo.org.uk)



**Volunteer Centre**  
Dorset



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Dorset

## 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)

**Island Community Action  
Portland**

**01305 823789**

**Poole Volunteer Centre  
01202 675100**

**Bournemouth Volunteer Centre  
01202 466130**

**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 NCVO**