



Witney Town Council Community Services

Volunteering Forms Pack



Example Role Description

Welcomer Volunteer

Service or Programme:

Witney Volunteer Rangers, become part of the team managing and improving this fantastic resource.

Role Description:

Carry out practical conservation management all through the country park.

This can include,

Brash work

Bank stabilisation

Bird and bat box installation

Visitor surveys

Wildlife surveying

Location:

Witney lake and Country Park and other locations around the town

Time Commitment:

Volunteering with us is flexible you can do a session a week, fortnight, or a month, or two sessions a day.

Normal working hours are between 08:30 and 17:00 (Friday to 16:30), and you can join anytime within the workday.

Skills and Experience:

- A friendly, welcoming, people person
- No formal skills as all training will be provided.
- Confident in communicating with a whole range of people from different backgrounds.
- Enthusiastic and excited to learn about the looking after Witneys green heritage
- Punctual and reliable, they let us know if they cannot make it
- Aware of health and safety

Training

List any training that the volunteer will need to undertake mandatory or optional

Supervision

Biodiversity & Green Spaces Officer - Mobile: 07774 665340



Witney Town Council
Volunteer Role Description
(Role Name)

Service or Programme:

Give a brief overview of the role here, really try to sell it!

Role Description:

Give details on what the volunteer will be doing, being specific about what actions they will take; who they will work with; use some descriptive words so they can picture it.

(Bullet points can make tasks easier to read)

Location:

Where the volunteering will take place.

Time Commitment:

How much time per session/per week or time period? If there are specific session/opening times outline these.

Skills and Experience:

Broad or specific skills or knowledge; competencies; transferable skills the volunteer may need.

Training

List any training that the volunteer will need to undertake and if it is mandatory or optional.

Supervision

Who the volunteer will be reporting to (role will be adequate).

DBS check required?

Yes or No in this section if a DBS check will be required for this activity or not.



Volunteer Application Form

First Name:	Surname:
Home Address:	
Telephone No: (Day)	Telephone No: (Evening):
Email Address:	
Signed:	
I have read and agree with the Council's Volunteer Policy and Privacy Statement ☐ Please tick	

We offer volunteering in the following areas. Please tick those that interest you.

Green Spaces	Nature reserves and parks upkeep	
Communities Team	Updating Notice Boards across the town	
Community Centres	Contributing to running the centres activities	

What would you like to achieve through your voluntary work at the organisation?

Do you have any support needs relevant to the volunteering? Please tell us what they are:

Relevant knowledge and skills:

Any other information relevant to the role:

Days/hours available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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How did you hear about our volunteering opportunities?



References where required by the role

We may request references for particular volunteering roles.

Please supply the names and contacts of two referees who know you well in the boxes below. This may be a previous or current employer, neighbour, head teacher or a previous volunteering project. Please note that a referee cannot be a relative.

Name:	Your relationship to Referee:
Position:	Phone number:
Address:	Email:

Name:	Your relationship to Referee:
Position:	Phone number:
Address:	Email:

Is there any other relevant information you would like to tell us? If you have a health condition that is relevant to doing this volunteer role, please tell us, and we can make reasonable adjustments if necessary to ensure you can do it safely.



Emergency Contact: Please tell us who to contact in the event of an emergency

Name:	Phone Number home:
Relationship:	Mobile:
Address:	Email:

Do you need a visa to volunteer in the UK?

Are you:

☐ A non-EU national (Volunteer Centre for referral to a charity)

☐ A student, non EU national, with a visa restriction of the number of hours allowed for volunteering?

Please return the completed form to Witney Town Council Town Hall, Market Square
Witney, OX28 6AG



**Witney Town Council
Volunteer Reference form**

Volunteer role title:

Reference for:

Name of referee:

Address of referee:

Please tell us how long you have known this person:

In what capacity did you know them?

Please give us constructive comments on this person's suitability to volunteer with us:



Please tell us if there are any reasons why this person should not volunteer in this role.
Please phone to discuss this if you prefer. We treat information received in line with Data
Protection guidelines and processes:

Any other comments

Your signature:

Date:

**Please return this form to the Council Officer who issued the request, or to:
info@witney-tc.gov.uk**



Equal Opportunities Form

To monitor our effectiveness and to comply with the obligations placed on us under equalities legislation, we collect and analyse the following information.

All volunteers are requested to complete this form which will be used for monitoring purposes only and will be stored securely.

We don't need your name – the information we need is anonymous.

Equal opportunities monitoring form			
Witney Town Council is committed to promoting equality and social inclusion. Filling in this form will help us to know which groups need to be included more in our activities and volunteer recruitment campaigns.			
Female	☐	Prefer not to say	☐
Male	☐		
Date of birth	__/__/____	Marital status	
Disability monitoring information – do you consider yourself to have a disability?			
No	☐	If yes, please provide details	
Yes	☐		
Prefer not to say	☐		
Ethnic monitoring information – our ethnic group describes how we think of ourselves			
Ethnic background is not necessarily the same as nationality or country of birth. Please tick which is closest to how you see yourself, or write a more specific group if you wish.			
Ethnic origin			
African ☐	Bangladeshi ☐	British ☐	Caribbean ☐
Chinese ☐	Indian ☐	Irish ☐	Pakistani ☐
White & Asian ☐	White & black African ☐	White & black caribbean ☐	Any other Asian background ☐
Any other mixed background ☐	Any other white background ☐	Any other black background ☐	Any other ethnic group ☐
Sexual Orientation			
Bisexual ☐	Heterosexual ☐		
Gay man ☐	Prefer not to say ☐		



Gay woman/lesbian ☐			
Religion/Belief			
Atheist/Humanist/no beliefs ☐	Buddhist ☐	Catholic ☐	Christian ☐
Hindu ☐	Jewish ☐	Muslim ☐	Sikh ☐
Other ☐ (please specify if you wish)		Prefer not to say ☐	

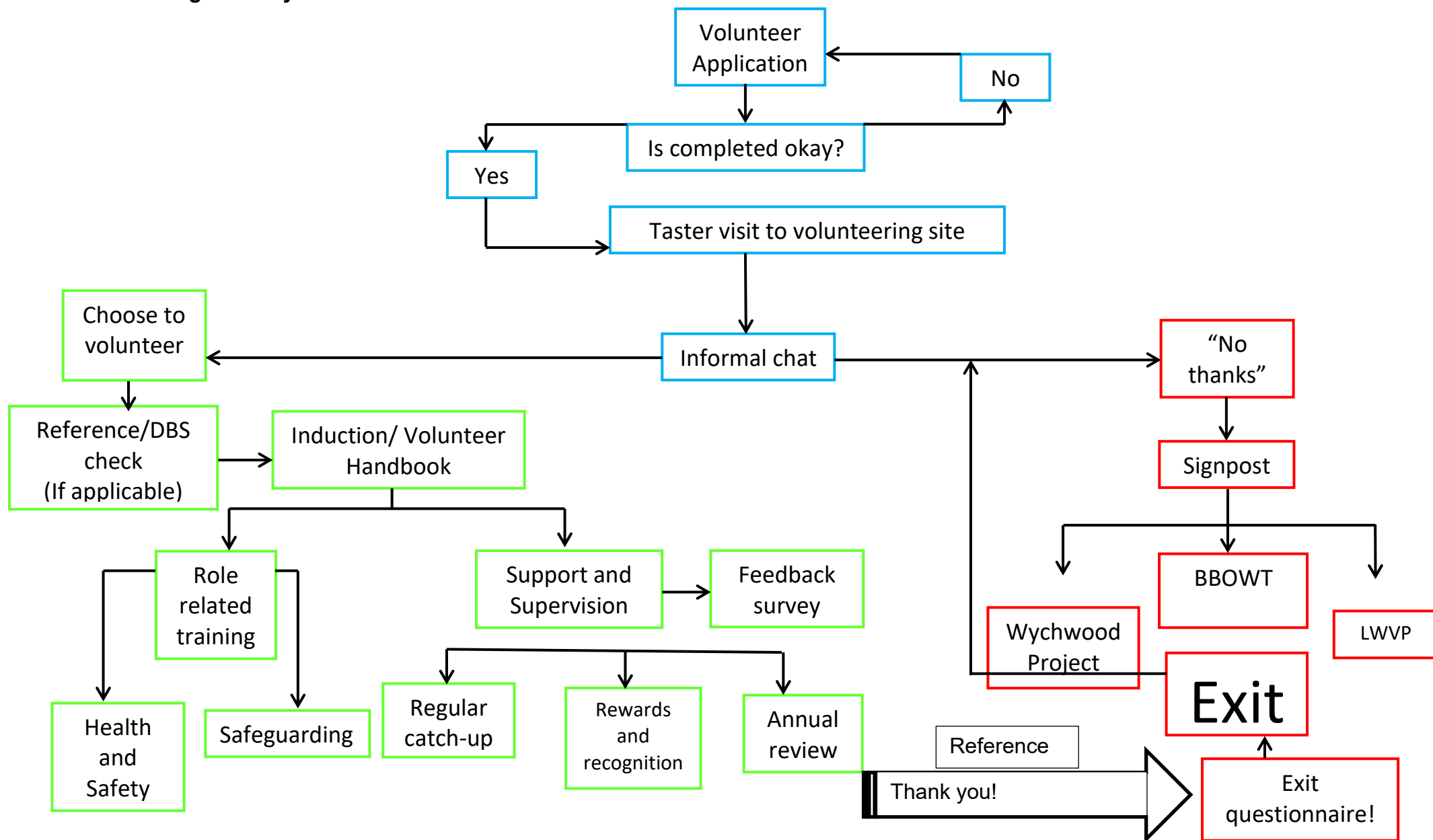
Please return the completed form by email to info@witney-tc.gov.uk

Or

Witney Town Council Town Hall, 51 Market Square Witney, OX28 6AG



Volunteering Pathways





Volunteer Induction Checklist

This list should be used when inducting a new volunteer with Witney Town Council. When the process is complete include it in the volunteer's personnel file. A copy should also be given to the volunteer.

The volunteer and supervisor must sign this form at the end of the induction session or role related training, as this will ensure the volunteer is covered by the Council's insurance. No activity can take place until the induction form is signed.

1. Volunteering Location/s

Tour of office/site introduction to key staff with organisational
Background ☐
Emergency Action Plan ☐
Introduction to other relevant staff/projects ☐

2. Witney Town Council policies

Health & Safety ☐
Confidentiality ☐
Environmental ☐
Equalities ☐
Volunteering ☐

3. Database (If Applicable)

Introduction to database (optional) ☐
Hard copy folders ☐
Introduction to and use of website ☐

4. Personal Development

Introduction to Volunteer Support ☐
Task Specific Training needs assessed ☐
Identify appropriate courses/access to training ☐

5. Task/role specific induction (to be completed by Volunteer Supervisor)

6. Personal

Risk Assessment (and reasonable adjustments) ☐
Days/periods of volunteering ☐
If you are unable to attend your session ☐
Expenses claims ☐



- Insurance ☐
- Volunteering while receiving benefits ☐
- Personal file ☐

Office Procedures Induction Checklist

This list is helpful for volunteers who will be based in one of the Witney Town Council offices and likely to make use of office facilities.

7. Premises

- Kitchen ☐
- First aid and fire procedures ☐
- Information on building and other tenants ☐
- Toilets ☐
- Access/ID ☐

8. Office (if applicable to task)

- Outlook diary ☐
- E-mail account ☐
- Photocopier ☐
- Fax ☐
- Franking machine ☐
- What kept where (stationery etc) ☐
- Filing cabinets ☐
- Telephone ☐
- Safety protocols ☐
- Phone/post (personal use) ☐

By signing this induction form you are agreeing to comply with the Volunteer Agreement.

Signed by volunteer

Signed by volunteer supervisor

Date: _____



(Induction continued)

Role Related Training Log

Date of Training	Name of Training	Volunteers Signature



Volunteer Agreement

We appreciate your commitment to us and will do the best we can to make your volunteer experience with us enjoyable and rewarding. Our volunteers are important to us and we value your commitment, contribution and support.

To make sure you have the best possible experience we have created this agreement which sets out our commitment to you and what we hope you can contribute.

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either party.

What Witney Town Council offers its volunteers:

- A relaxed and friendly atmosphere
- An opportunity to meet like-minded and interesting people
- Opportunity to learn and develop new skills
- Opportunity to attend training sessions and talks
- Opportunities to discuss your ideas and suggestions
- A chance to gain role-related experience
- Take opportunities to enhance your CV
- A place to secure your belongings
- Refreshments and toilet facilities

We will ensure the following:

- All personal information provided to the staff will remain confidential
- All volunteers are covered by the Council's insurance and policies, relating to Health and Safety
- A written position description so you understand your role and the tasks you are authorised to perform
- A full induction, orientation and any training necessary for the volunteer role
- A safe environment in which to perform your role
- Respect for your privacy, including keeping your private information confidential.
- A supervisor, so that you have the opportunity to ask questions and get feedback.
- Reimbursement for any agreed reasonable expenses so you are not out-of-pocket as a result of volunteering for us.

What the Service hopes you will do as a volunteer:



- Support the Council's aims and objectives.
- Perform your role to the best of your ability.
- To treat information regarding the Council's finances, other volunteers and staff, in a confidential manner.
- To take part in as many of the offered training sessions as possible, particularly Health and Safety and knowledge of the activity on offer.
- To be polite and courteous demonstrating good customer care to everybody when representing the Council.
- Only undertake duties you are authorised to perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions.
- Notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace.
- Use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role.
- Let us know if you wish to change the nature of your contribution (e.g. hours, role) to the Town Council at any time.
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.
- Be punctual.
- Call or email if you are unable to attend as arranged or if you are going to be late.
- To avoid actions which might reflect badly on Witney Town Council.
- To not accept gifts or other items on the Council's behalf.
- Inform immediately a member of staff of any problems or dangers, accidents, inappropriate or suspicious behaviour, violence or vandalism.
- Sign in and out when arriving and leaving the site for safety reasons.

Start date_____

You have indicated you will be available to volunteer for _____ hours per week on (circle relevant day/s).

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Volunteer Log

Supervisors use this record for key milestones and exceptional events. File in the volunteer's folder. It will provide you with a summary of what stage they're at and any recent communication you've had with them. Depending on your process for getting volunteers started you may need to change the order.

Volunteer Name: _____

Step in Process	Date	Notes
Enquiry received		
Information Pack Sent		
Application Form Received		
Reference letter sent		
References received		
Informal Interview held		
Any agreed reasonable adjustments		
Disclosure check complete		
Induction completed and form signed by volunteer		
Start date		
Leaving date		

Log

Date	Notes



Volunteer Feedback Form

Witney Town Council is committed to continually improving the quality of what we offer, and this includes our volunteers. We are interested in how you are getting on in your role. Your honest feedback via this anonymous form will help us improve our support to you and other volunteers and acknowledge good practice by staff.

Thank you in advance for your comments.

Continue onto another piece of paper if you need to.

1. What team do you volunteer with?

2. How many hours per week do you volunteer on average?

3. How would you rate your overall volunteering experience, (1 = poor and 10 = excellent)?

1					5						10
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4. Tell us the best thing about your volunteering experience.



5. If you could change anything about your volunteering experience, what would it be and why?

6. Do you have any suggestions on how volunteering with the Witney Town Council could be improved i.e. support, training, management, communication, the role?

Please return this form to your supervisor; or email to info@witney-tc.gov.uk



Volunteer Exit Questionnaire

Witney Town Council is committed to continually improving the quality of the service offered to volunteers. We are interested in hearing about your experience as a volunteer with the service. Completing this anonymous form will help us to continue improving support to volunteers and to recognise and encourage good practice by staff.

Thank you in advance for your comments.

1. How long have you been volunteering with the Witney Town Council? (place an 'x' in the box)	
☐	6 months or less
☐	Over 6 months- 2 years
☐	Over 2 years – 5 years
☐	Over 5 years

2. What volunteer role(s) were you doing with the Witney Town Council?	
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3. For which of these reasons are you leaving the Witney Town Council as a volunteer? (mark <u>all</u> that apply)	
☐	My ill health
☐	Caring responsibilities i.e. family, friends
☐	I gained employment
☐	I am going to volunteer with another organisation
☐	Changing home / work circumstances
☐	I had a negative experience (please specify)
Other (please specify)	



	Definitely Agree	Tend to Agree	Tend to Disagree	Definitely Disagree
I met people and made friends through it				
I got satisfaction from seeing the results				
It gave me a sense of personal achievement				
It gave me a chance to do things I'm good at				
I really enjoyed sharing my skills/knowledge				
It helped me to build confidence in myself				
It gave me the chance to learn new skills				

Yes, definitely	Yes, I think so	No, I don't think so	No, definitely not
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Very Dissatisfied	Dissatisfied	Neither Satisfied nor Dissatisfied	Satisfied	Very Satisfied
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[illegible]

Please return this form to: info@witney-tc.gov.uk



Template

Volunteer Exit Reference

Witney Town Council

(Below structure of reference of Volunteer Supervisors - to be offered to those who have volunteers who have volunteered with community Services for over six months on completion of volunteering.)

_____ *(volunteers name)* has volunteered in Witney Town Council
with the _____ *(team name)* for _____ *(duration of placement)* *(number of times a*
week/month).

Date

(Officers name)

(Officers role)