

## The Volunteer Centre :-

- ◆ Promotes volunteering and encourages individuals to become active volunteers
- ◆ Helps people to find a role for them
- ◆ Aims to support :-

Organisations (Voluntary, Public and Community), in their search for suitable volunteers

- ◆ Offers advice and support to organisations in the management of volunteers
- ◆ Campaigns on issues to do with volunteers

### Brokerage / Signposting

The volunteer centre provides "brokerage" services. We aim to help organisations find suitable volunteers

We provide potential volunteers with information about your opportunities. We do not directly recruit volunteers or have a bank of volunteers for one off tasks

**Karen Lee**

**Volunteering Officer**

**WNVCA**

**16 Tuesday Market Place**

**Kings Lynn PE30 1JN**

**Telephone 01553 760568**

**Opening Hours 9am to 4pm**

**Monday to Friday**

**An answer phone service is available  
at all other times**

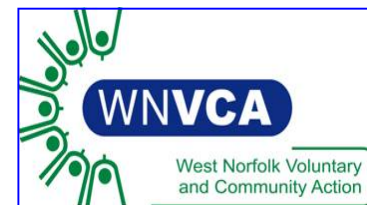
**E-mail:**

**[volunteering@westnorfolkvca.org](mailto:volunteering@westnorfolkvca.org)**

**Web:[www.westnorfolkvca.org](http://www.westnorfolkvca.org)**

### What is WNVCA?

West Norfolk Voluntary and Community Action is a voluntary organisation set up and owned by local groups to support, promote and develop local voluntary and community action. We can provide advice on recruitment, funding, training and development.



# Volunteers

## Information for Organisations that recruit Volunteers

## Registering your recruitment needs with the Volunteer Centre

The Volunteer Centre holds a comprehensive database of volunteering opportunities in West Norfolk

Opportunities are advertised internally and on our national volunteering website: [www.do-it.org.uk](http://www.do-it.org.uk)

Details of the opportunities and the organisations providing them are discussed with potential volunteers who are then referred to the appropriate organisations

Registration is free.  
Email, telephone or pop in for a 'Request for Volunteers' form or find it on our website

## Other services from the Volunteer Centre

**Our Website :**  
[www.westnorfolkvca.org](http://www.westnorfolkvca.org)

Contains information for volunteers and organisations.

### Resource Area

We hold and have access to information regarding the recruiting, managing and supporting of volunteers, including current legislation for volunteers working with children and vulnerable adults.

### Networking

We are able to keep you informed via e-mail, newsletter and our website.

### CRB Disclosure Services (Members Only)

We are an umbrella organisation that provides this service

## Frequently asked questions

**Will the Volunteer Centre find me all the volunteers I need ?**

We promote volunteering as widely as possible.

We currently support over one hundred organisations to recruit and maintain their volunteers.

We can not guarantee to fill all your requirements but we will try to find you appropriate volunteers.

**Will the Volunteer Centre screen volunteers for us ?**

We will aim to refer appropriate/potential volunteers to you. You will need to interview them for suitability and explain the role and implications. You may wish to take up references and apply for CRB disclosure. We are able to provide a CRB disclosure service if appropriate.