



3rd Floor, Merseyside 3TC
16 Crosby Road North
Waterloo
L22 0NY

Tel: 0151 920 0726 (Ext. 213)
Fax: 0151 920 1036
Email: info@volunteeringsefton.org.uk
Web: www.volunteeringsefton.org.uk

Dear colleague

Volunteer Centre Sefton - Volunteer Registration

Thank you for showing an interest in Volunteer Centre Sefton. There are a wide range and variety of voluntary work opportunities currently available in the Sefton area. The Volunteer Centre exists to provide a focal point for volunteering in Sefton and aims to match up the skills, abilities and enthusiasm of people willing to do voluntary work with organisations who need volunteers.

This letter should be accompanied with an introductory 'Help' leaflet, a Volunteer Registration Form and an Equal Opportunities Monitoring Form.

I would be most grateful if you could take the time to fill in and return the Volunteer Registration Form which seeks to match your skills, abilities and interests with suitable voluntary opportunities.

A wide range of information and advice about volunteering and over 794 current, local, volunteer opportunities can be found on our internet website at: www.volunteeringsefton.org.uk or alternatively by searching the National Volunteering Database at: www.do-it.org.uk

Once we have received your Registration Form and sent for your references we will arrange a meeting with you in either our Waterloo or Southport offices to discuss your request in more detail. Confidential interviewing space is available in both venues.

If you are unable to attend a meeting Volunteer Centre Sefton also offers a free information, advice and referral service. Please contact us and we will be happy to forward information about potential volunteering opportunities by telephone, post or email.

What will Volunteer Centre Sefton do with the information you give us?

We will hold your information confidentially. Using the information we will try to match you with volunteering opportunities that appear to suit your preferences and availability. If we find a match we will contact you with the details of the volunteering opportunity; you can then decide if this is something you would like to become involved with as a volunteer or not. If not, we will continue to look for volunteering opportunities that you may be interested in. We will not send your name and contact details to an organisation seeking volunteers unless you have agreed with us that we may do so.

I look forward to receiving your registration form and meeting you in the near future.

Yours sincerely

Volunteer Centre Sefton

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