**MVN 121 VOLUNTEERING SUPPORT – PRE MEETING**

 

**QUESTIONAIRE**

Medway Voluntary Action can offer voluntary and community sector groups and organisations 121 support with an experienced member of their team if required.

The 121 support offered to each organisation will vary depending on their needs, but will always work to the following set of principles:

* Support is confidential.
* Support is free of charge for one-hour (funded by Medway Council’s Better Together Contract).
* Support offered is offered on an informal basis and is facilitative only; not directional or advice.
* Support might be offered through a variety of avenues (e.g. online, telephone, face to face).
* Support will always aim to be impartial and non-political. If an interest should arise then MVA will declare an interest.

***To help us prepare for your 121 support session, and to connect you to the most appropriate member of the team, please complete the form below and return it to:*** ***lisa@mva.org.uk******.***

|  |  |
| --- | --- |
| **NAME:** |  |
| **YOUR ORGANISATION/GROUP:** |  |
| **CONTACT EMAIL:** |  |
| **CONTACT TELEPHONE:** |  |
| **REASON FOR REQUEST** (Please provide a brief explanation & background for why you would like some 121 support with MVN): |  |

***Please indicate below (marking them in order of priority) what particular areas you would like to discuss in your 121 support session:***

|  |  |  |
| --- | --- | --- |
| **Topic I need support with** | **Topic Options** | **Priority 1, 2 or 3** |
| Starting Up | Setting up a Volunteer Programme |  |
| Volunteer Recruitment | Creating Volunteer Roles & Descriptions |  |
| Recruitment Admin |  |
| DBS Checking Guidance |  |
| Recruitment Promotion |  |
| Virtual Interviewing |  |
| Recruiting & Supporting BAME Volunteers |  |
| Volunteer On Boarding | Induction |  |
| On Boarding Admin |  |
| Tips On Engaging Virtual Meetings |  |
| Volunteer Support & Engagement | Deferred Volunteering Support (due to Covid) |  |
| Retaining Volunteers |  |
| Volunteer Support & Engagement Ideas |  |
| Volunteer Management | Best Practice on Managing Volunteers Incl: Managing them through Covid |  |
| Volunteer Policies |  |
| Volunteer HR (Please state your issue and we can help signpost you for support) |  |
| Volunteer Supervision |  |
| Volunteer Appraisals & Exit Interviews |  |
| Using Zoom, Skype or Teams |  |
| Digital PR/Communications |  |
| Collaborative Working in the Sector | Voluntary Sector Knowledge or Signposting |  |
| **Other Support (Please state):** |  |  |