

Membership Application Form

In order to become a member of voluntaryskills.com and promote your training to a Third Sector audience across the North of England, please complete the registration details below.

ABOUT YOUR ORGANISATION

Name of organisation*	
Address*	
Postcode	
Telephone number*	
Fax number	
Website	

** This field must be completed*

DETAILS OF MAIN CONTACT PERSON

Name*	
Job Title	
Address (if different to above)	

Postcode	
Telephone number*	
Email Address*	

* This field must be completed

Our mission is for voluntaryskills.com, a web-based information and guidance service, to play a part in improving the skills capacity of individuals working and volunteering in the Third Sector. We aim to save people valuable time by promoting a wide range of training opportunities in one convenient place on the internet.

The annual fee charged for membership is an extremely competitive one in this marketplace. It allows training providers to earn a high rate of return on their initial investment in voluntaryskills.com membership.

A term of membership lasts 12 months and is renewable on an annual basis.

voluntaryskills.com is a project managed by PNE Development, a part of the PNE Group, a not for profit social enterprise based in Newcastle upon Tyne. The aim of PNE Development is to develop the performance of people and organisations. It provides a range of services to meet the needs of clients including training and development projects, evaluation and feasibility studies, strategic planning research and consultancy work. PNE Development has worked closely with, and for, third sector organisations since the mid 1990's.

OBLIGATIONS OF MEMBERSHIP

- ✓ After receipt of the invoice for voluntaryskills.com membership, the nominated contact person must ensure payment is made within 30 days.
- ✓ Course listings in the Training Database must be kept up to date.
- ✓ Members should try to ensure their course listings follow our format guidance as closely as possible.

OUR OBLIGATIONS TO YOU

- ✓ The service is staffed full-time with telephone and e-mail support available to members Monday – Friday, 9am – 5pm (excluding public holidays).

- ✓ The website, and associated social media platforms, are regularly kept up to date.
- ✓ A marketing strategy is implemented and monitored, primarily encompassing the North of England (North East, North West and Yorkshire and The Humber regions), to drive users to the website.

Please can the main contact person (as registered above) sign below to verify the accuracy of the registration details and that the obligations of membership are understood.

Signed*		Date*	
---------	--	-------	--

* This field must be completed

Please return your completed membership form back to us at:

voluntaryskills.com
 PNE Development
 7-15 Pink Lane
 Newcastle upon Tyne
 NE1 5DW
 Tel: 0191 261 6009
 Fax: 0191 233 0206
info@voluntaryskills.com

Please retain a signed copy of this application form for your own records.

Upon receipt, your details will be added to the voluntaryskills.com Training Database; you will be sent instructions on how to add courses to the site. The membership term begins in the month we receive your Membership Application Form.

An invoice for the annual membership fee of £75 (+VAT) will be forwarded to you by our colleagues in PNE Group accounts. **A direct debit scheme is also available – contact a member of the team for more information.**

When your voluntaryskills.com membership is due for renewal, we will issue a new invoice and forward to the contact addressee (for payment within 30 days). Should your organisation not wish to continue membership, please contact a member of the team at info@voluntaryskills.com within 30 days of the renewal date, stating your position.