



Volunteer Portfolio

About Your Portfolio

This portfolio helps you document and showcase your volunteering experience, skills development, and achievements. Use it for:

- ❖ Applying for new volunteering opportunities
- ❖ Applying for a new job
- ❖ Keeping track of your development and achievements

Part 1: Personal Profile

Contact Information

Name:

Email:

Phone:

Address:

Personal Statement

Write 2-3 sentences about yourself, your interests, and what motivates you to volunteer. Look back to your answers in Module 1 for help with this.



Part 2: Skills Overview

Core Strengths

List your key strengths identified in Module 1

People Skills:

Thinking & Organisational Skills:

Personal Qualities:



Practical Skills & Knowledge:

Skills Developed Through Volunteering

If you already have skills that you have developed through previous volunteering experience, list them here.

Skill

How I Developed It



Part 3: Current and Previous Volunteer Experience

If you currently have a volunteering role or have had one previously, write about them here.

Current Role(s)

Organisation:

Role Title:

Date Started:

Key Responsibilities:

Skills Used:



Co-funded by
the European Union

Achievements:

What I learned:

Previous Roles

Organisation:

Role Title:

Start Date:

End Date:



Key Responsibilities:

Skills Used & Developed:

Achievements:



Co-funded by
the European Union

What I Learned:



Part 4: Training & Qualifications

Completed Training

Training/Course	Link to Course or Certificate	Date Completed	Things I Learned
IEWS Volunteer Training Course			

Certifications

Certification	Issued By	Date	Expiry (if applicable)
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Other Relevant Learning



Part 5: Testimonials & References

Positive Feedback Received from Others

From:

Role:

Date:

What They Said:

References

Reference 1:

- ❖ **Name:**
- ❖ **Role/Relationship:**
- ❖ **Organisation:**
- ❖ **Contact:**
- ❖ **What they can say about me:**

Reference 2:

- ❖ **Name:**
- ❖ **Role/Relationship:**
- ❖ **Organisation:**
- ❖ **Contact:**
- ❖ **What they can say about me:**



Part 6: Growth & Development

List any goals you have in volunteering. This could be anything from skills you want to develop, a type of role you want to gain experience in, or people you want to get to know better.

Try to set a date you want to achieve your goals by, and list any steps you could take towards reaching those goals.

My goals: