

SheffieldVolunteering's Recruitment Service

Terms and conditions

We will recruit volunteers for any **voluntary group, charitable or statutory body whose volunteer activities take place in Sheffield**. Please note, owing to insurance restrictions we are unable to accept personal applications from members of the public.

Please note we DO NOT recruit for the following:

1. Charity collections/fundraising (try the Rag Committee on 2228674)
2. Office work/administration (inc. flyering and data entry)
3. Roles which require a commitment of more than one day per week

In general, will promote volunteer opportunities which are:

- **appropriate** Many students have limited work experience. They should not be asked to undertake tasks or roles in place of skilled professionals or for which they haven't been trained.
- **insured** Volunteers must be appropriately insured for their duties. Our minimum requirement is that your volunteers are covered by Public Liability and Employers Liability insurances.
- **rewarding** Companies bombard students with freebies and incentives to encourage them to spend their time or money and there are also lots of social and personal development opportunities on offer at University. Students look for varied and interesting volunteer roles where they can see that they are making a difference.
- **justifiable** Students often have to account for the time they spend volunteering to stakeholders such as their course tutor or parents and other funders. Many students also work to support themselves too. They look for voluntary roles which will boost their CV and which they cannot otherwise gain through part-time paid work.
- **supported** Students often don't know the city well. They also usually live and study with people they have recently met and so don't always have someone to turn to in a crisis. Practical and emotional support is important. We also expect organisations to reimburse out of pocket expenses.
- **flexible** Every student is different but most are looking for a maximum commitment of 1 or 2 hours per week. Please also bear in mind that student volunteers will often need to take time out for vacation and exam periods.

Filling out the request

1. If you would like us to recruit for more than one volunteer project or event in which the roles are very different, please fill out a form for each activity. Otherwise, we'd prefer you to submit one request.
2. If you submit an application online, we will contact you within 5 working days to let you know our decision and discuss a recruitment strategy. We do accept applications by post, though it may take us longer to process.
3. Please do read through our criteria carefully before you make your application. We read & assess each request before we decide whether to promote it. We will always talk to you before we make an opportunity live on our system.
4. Once registered, your opportunity will be promoted to students and staff. Please note, these guidelines are written mainly with student volunteers in mind as this is our largest audience.
5. **If you experience problems with the form or would like to talk to us before you apply, please call us on 0114 2228549.**

Volunteer Fairs

We organise these in October and February.

We aim to offer variety of choice at both events. We try to involve the majority of organisations that we support in at least one of our events.

In October, we try to involve organisations who require the longest commitment – so that over the course of the academic year they can maximise the investment made in a student volunteer.

In February, we give priority to organisations that can involve people quickly and use the time students can offer (i.e. Feb until June). We also try to make space for new organisations and those who weren't involved in our October event.

Year round promotion

In addition to our Volunteer Fairs, we generate over enquiries about volunteering all year round.

Visitors to our office can talk to our staff team and use our information sheets about your organisation to decide what they want to do. Information can also be ordered online.

We organise promotional campaigns to profile volunteering throughout the year and also organise specific promotions on request.

We send out a weekly promotional e-bulletin during term time to all students and staff who have registered an interest in volunteering.

Please do not send posters as we do not have dedicated wall space! Instead, if you send small leaflets (A5 or 1/3 A4), these will be displayed in our information racks.

- **We will promote information about your organisation to students and staff from mid September to early June each year.**
- **Please remember to keep telling us about special dates or events throughout the year – so we can also advertise these.**

- **We ask that you help us to update our records at the start of each academic year, inform us of any changes thereafter (e.g. if the scheme if full, change of venue / contact name etc) and provide the information we need to monitor our outputs (see Monitoring).**
- **If you can give us an email contact, we will send out occasional reminders and updates.**

Events

Several times a year, we organise big campaigns on campus.

One of the ways that we ask organisations to help us is by hosting a team of volunteers to complete a challenge in a day (e.g. makeover etc). We have a small budget to help with volunteer expenses & event costs.

In 2009-10, these events will be: Freshers Just Do it (October), Just Do It (March) & SummerVolidays (June). Details of how to apply to take part are posted on our website two months in advance.

We also promote one off opportunities all year round as part of the Student Union's Give it a Go! Programme & via our online bulletins.

If you have an event between September & June that student volunteers could get involved in, please do let us know.

For print listings, we need to know at the start of each semester (e.g. August or January) but for online promotions 2 - 3 weeks notice is fine.

Insurance and other checks

As we are a membership organisation, our insurers require us to undertake certain checks before we can promote volunteering opportunities within local organisations.

For this reason, we check annually that the information we have on record is still accurate.

At the same time, we also check that you have valid and appropriate insurance cover for your volunteers (i.e. Public Liability and Employers Liability insurance).

- **Before start of each academic year, we will send you a copy of the information we have on record.**

Simply advise us of any amendments and we'll do the rest.

- **Please note, we can only promote your organisation if your record has been updated.**
- **If we do not hear from you, we will assume you no longer wish to use our service and delete your record from our files.**

Term Dates 2009-10

Freshers 21 - 27 Sept
Semester One 28 Sept - 19 Dec

Vacation (4 weeks)
Exams (3 weeks)

Semester Two 8 Feb - 20 Mar
Vacation (3 weeks)
Cont. 12 Apr - 22 May
Exams (3 weeks)

Tel: 0114 2228549

Email: volunteering@sheffield.ac.uk

Web: www.sheffieldvolunteering.info



Monitoring

Our funding is negotiated on an annual basis and its continuation is dependent on us successfully meeting our objectives.

We also fundraise to meet the remaining costs of our programme and receive grants from local trusts and companies.

We have to provide evidence of our service outcomes to funding bodies. One example is the total number of students and staff that we helped to become involved in volunteering in the local community.

For this reason, we need you to help us to produce a record of the students and staff members that have volunteered for your organisation as a result of our promotional service.

- **At the end of each year, we will provide you with a complete list of students/staff who have taken away information about your project – either at the Volunteer Fair, from our office or online. We will ask you to check and return this to us.**
- **We use the names to cross reference and calculate accurate numbers of those involved. With regard to data protection, the individuals give written permission to pass on their details to you for the purposes of monitoring.**
We do not use this information for any other purpose nor do we pass on personal details to any other party.
- **There is no charge for our service. All we ask is that you provide the information that we need for our funders.**