

# Sheffield Volunteering'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/flag days (try the Rag Committee on 2228674)
2. Office work /administration (inc. flyering and data entry)
3. Management committee roles
4. Litter picking / clean up events
5. 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 want 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 the 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 note, we rarely turn down applications but please do read through our criteria carefully before you make your application.
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. Last year, the October event attracted over 1340 visitors, and over 470 attended the Feb event.

We try to involve the majority of organisations that we support in at least one of the 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 who 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 the October event.

- **We will provide a stall (1/2 table), a display board, car parking and tea/coffee on the day. We do not charge for this service.**
- **We ask that you arrive no later than 10.30 am to set up on the day and complete an evaluation form and volunteer monitoring at the end.**
- **We expressly ask that you DO NOT invite other organisations to the event.**
- **We ask that you phone - 0114 2228549 - well in advance if you cannot make it (or by no later than 9.30am on the day).**
- **In the past, a few organisations have let us down on the day without giving any explanation. We urge you to contact us so that we can offer your place to another organisation.**

## **Year round promotion**

In addition to our Volunteer Fairs, we generate over 2000 enquiries about volunteering each year.

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 enough wall space!

Instead, we create our own posters which detail local event and activity listings each week.

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 August 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 is 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.**

## Insurance and other checks

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

This is why we asked you to fill out a form when you first contacted us.

For the same reason, every year we check 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).

- **At the start of each 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.**

Last updated July 2007

**[www.sheffieldvolunteering.info](http://www.sheffieldvolunteering.info)**



## Monitoring

SheffieldVolunteering's core funding is currently provided by a national grant making body, the Higher Education Active Community Fund and the Big Lottery Fund.

Our funding is negotiated on an annual basis and it's 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 Volunteer Fair, you will be given a sign up sheet. You need to ask each student who has expressed an interest to write their name and department on the sheet.**
- **At the end of each semester, 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.**