

Salford Students Volunteering with your Organisation – our Expectations



Before you register as a volunteering partner, I'll tell you what I want, what I really really want. If you want to be a volunteering coordinator, you gotta get with my policies. Here's the story from A to Z on best practise for supporting our volunteers¹.

- Provide volunteers with a clear role description and update it if their role evolves
- Give them a full induction, including
 - A tour of where they're volunteering
 - Training on any health and safety procedures they need to be aware of
 - Details of how to claim out-of-pocket expenses, which often includes transport and lunch (any expenses they would have not incurred had they not been volunteering)
 - An explanation of how their volunteering makes a tangible difference to the people or environments that they help
- Offer them the opportunity to have regular catch-ups with a named coordinator
- Show a commitment to understanding their volunteer experience through opportunities to give feedback
- Give them a chance to have a say in strategic decisions that affect them
 - E.g. Invite them to meetings about their volunteering programme
- Make them aware of relevant rewards and recognition
 - At the Students' Union, we have
 - The 'Volunteer under the Spotlight' award. This is a profile of a student volunteer, celebrating their volunteering, that will go out on our social media channels.
 - A 'Volunteer of the Year' award, which is awarded in May. Students volunteering with you will be eligible to nominate themselves for or be nominated by you.
 - To be eligible for both of the above, students must use our online platform to reflect on the skills they have gained from their volunteering. For

¹ This comes from the free online NCVO course on best practise in Volunteer Management <https://knowhow.ncvo.org.uk/studyzone/good-practice-in-volunteer-management/good-practice-in-volunteer-management-part-one>

‘Volunteer under the Spotlight’ they must send us a high quality picture of themselves, to ussu-volunteering@salford.ac.uk

- Any perks of your particular volunteer programme.
- Do not pressure or guilt them into volunteering
- Be flexible to help them fit volunteering around their studies, caring responsibilities, work and any other needs.
- Let them know about opportunities to develop their skills through appropriate training offered by yourselves or by us
 - We offer a ‘Skill up Session’ twice a term at the Students’ Union. This is a chance for students to reflect on the skills they have gained and the good they have done through their volunteering. It also teaches them how to use our online reflection system.
 - Our students have access to the Salford Students Volunteering reflection system, in which they can reflect on the skills they’re gaining from their volunteering.
 - The University offers ‘Skills for Learning’ workshops which are a further chance for students to develop and reflect on what they’re gaining from volunteering with you, as well as gain skills that they can use with you.
 - These include topics such as Giving a Good Presentation, Office 365, and Preparing for Interviews. These can be found here <https://www.salford.ac.uk/skills-for-learning/home/all-workshops>
 - The University has paid for LinkedIn Learning, which also contains many skills development courses and learning paths.
- Use our website to record all Salford students who volunteer with you.
 - Encourage all Salford students that volunteer with you to register on our website
 - If a Salford student who volunteers with you changes role, encourage them to apply for that role through our website, and ‘approve’ them for that role on our website.
 - When an opportunity closes, please go onto our website and manually close it.
 - Doing this means that we as an organisation can keep track of where our students are volunteering and support them with skills development and awards.