

Salford Students Volunteering with your Organisation – our Expectations



If you wanna be our volunteering partner, you gotta get with our policies! Here's the story from A to Z on our expectations for volunteering partners:

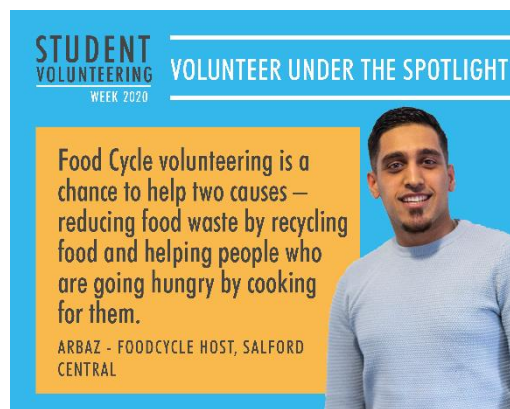
Our Expectations of you

- 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 their 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
- 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.
 - Make them aware of relevant rewards and recognition and any perks of your particular volunteer programme.
- 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
 - Only approve volunteers on our website when you have approved them as a volunteer through your normal registration process
 - 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.
- Make yourself, and your volunteers aware of the training and volunteering awards available to them through the Students' Union

Our Awards

Volunteer under the Spotlight

- This is [a profile of a student volunteer](#), celebrating their volunteering, that goes out on the Students' Union's social media channels. It features an interview with and a picture of the winning student.
 - **Please nominate** any of your student volunteers for this accolade. Send us a paragraph about why you want to nominate them, and we will sort out the rest.



Volunteer of the Year

- This accolade is awarded in May, and given out at the USSU ball. 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 keep a journal of their volunteering.
 - Students must go on 'Account/Profile', My Volunteering, Timesheet, and add timesheet.
 - More details of how to do this, and how to reflect on skills are on the 'Skill up' section of the website.

The USSU Volunteering Skills Awards

We want to celebrate the skills students are gaining. Becoming a more skilled volunteer means students can have a greater positive impact in your organisation. The USSU skills awards are based on the skills that the University believes all Salford students should have when they graduate.



To achieve a bronze award, students must

1. Be a [registered volunteer](#) with USSU
2. Complete the relevant LinkedIn Learning Path (links on the badges above)

Each learning path is made up of four hours of specially selected online courses in the relevant skills area.



To achieve a silver award, students must

1. Have completed the bronze award for that skill area e.g. to be a USSU Silver Communicator, you must first be a USSU Bronze Communicator
2. Complete two SSTARR reflections on our volunteering platform about two occasions when you have developed two separate skills within the relevant skillset.

E.g. for the USSU Silver Communicator award, you could do one reflection about a time when you developed your listening skills, and another reflection about a time when you developed your skill of influencing others.

Training Opportunities

- 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 and gain our skills awards.
- 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>