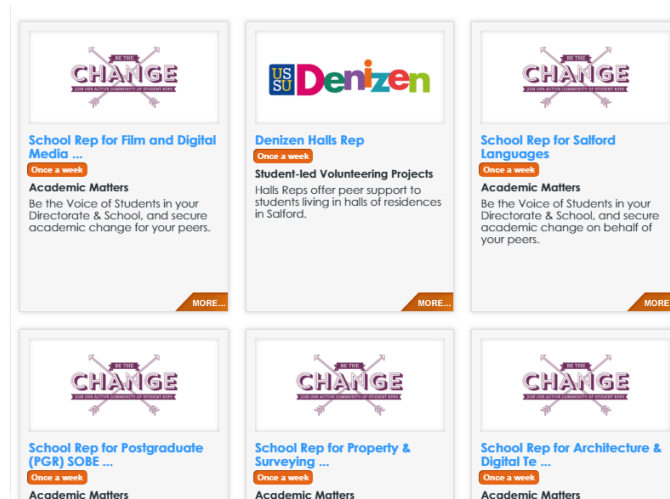


Salford Students Volunteering with your Organisation



You have been selected as an external partner for the University of Salford Students' Union. Congratulations! We think that you provide top volunteering opportunities, and we want our students to experience them.

How to Register on our Online Platform



Step 1 - Register as a Provider

- a) Please prepare the following:
 - A logo for your volunteering area in the correct format – our Marketing team can help you with this if you are unable to do it
 - (Advised Dimensions 200x100 pixels, we recommend using a logo with a white or transparent background)
 - This is an example of a logo in the correct dimensions:

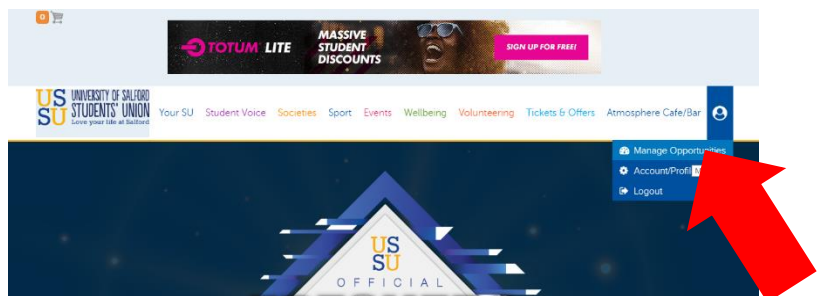


- Your most up-to-date copies of the following policies:
 - a. Valid Public Liability Insurance¹
 - b. Health and Safety Policy
 - c. Your Equal Opportunities Policy
 - d. Your Duty of Care Statement
- b) Register!
 - a. Copy the following link into a **google chrome** browser - other browsers can be buggy with this system www.salfordstudents.com/volunteering_organisations/new
 - b. Save your application in a separate word document as you go.
 - i. Sometimes the browser shows an error message, and you might have to register again.
 - ii. If this happens, email ussu-volunteering@salford.ac.uk and I'll clear your email address from the system so that you can register again.

Step 2 – Register Opportunities

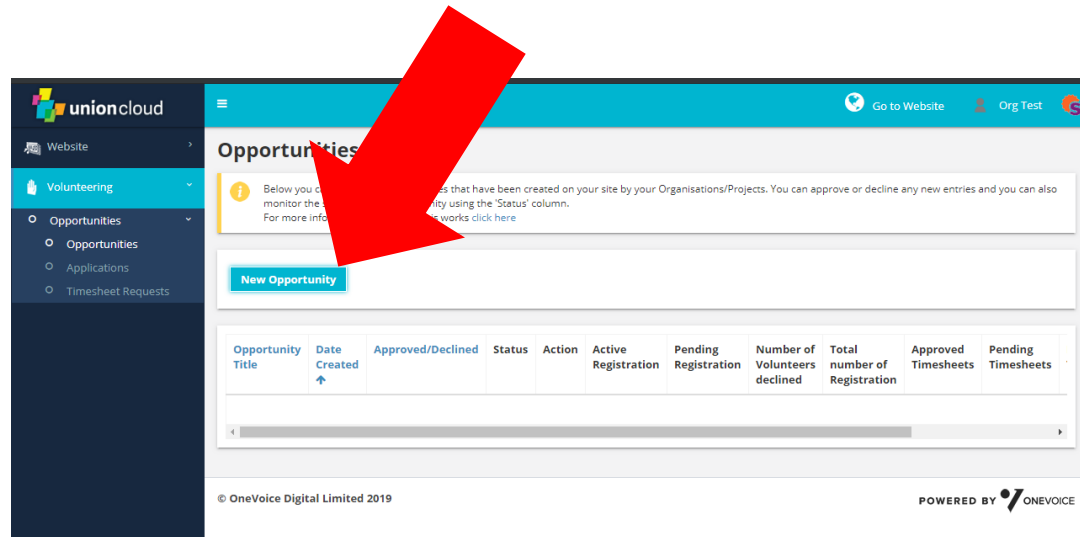
- Ping! That email means I've approved your organisation. Groovy.
- You will then be able to add volunteer opportunities.
- Students will not be able to search for you or find out any information about you until you have posted opportunities. Go on, put yourself out there!
- Be aware that this volunteering page will function as an 'expression of interest' in your opportunity rather than a full application.
- A student volunteer will fill in a general profile about what they want from all their student volunteering experiences and will do a 'one-click-apply' for your role. You will then be able to contact them directly to continue their application.

- a) Go onto chrome. Other browsers can be buggy with this system.
- b) Go onto www.salfordstudents.com and sign in with the credentials you used to register
- c) select 'Manage Opportunities' from the drop-down menu of the user icon



¹ It is your responsibility to update your policies on our system when they become out of date.

- d) Add opportunities using the 'New Opportunity' button



Most of the Opportunity registration process is straightforward, but be aware of the following things:

- Your 'Search listing text' should be about 20 words long, so that the entire description will be visible on the search page of the website. Short and sweet, like a tweet.

Search listing Text *

Rafiki volunteers offer peer support to students in our drop-in centre and online.

This text will display in the search results. Use this space to encourage volunteers to click on your listing.

- Be very brief in the 'key responsibilities' box, and add in all details of the role, including bullet points of responsibilities in the 'detail description' box. You can add in bullet points, and use 'heading 2' to make the headings big.

- Please fill out the 'Skills the volunteer can gain' section with all conceivable skills that a volunteer could gain from your opportunity. If you haven't selected a particular skill, your volunteers can't later reflect on how they have gained that skill.

Skills the volunteer can gain *

Please check all that apply.

- | | | |
|---|---|---|
| <input type="checkbox"/> Administration and Clerical | <input type="checkbox"/> Marketing | <input type="checkbox"/> Project Management |
| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Mediation | <input type="checkbox"/> Public Speaking |
| <input checked="" type="checkbox"/> Confidence | <input checked="" type="checkbox"/> Mentoring and counselling | <input type="checkbox"/> Research |
| <input type="checkbox"/> Creative and design | <input type="checkbox"/> Negotiation and influencing | <input type="checkbox"/> Reviewing and evaluation |
| <input type="checkbox"/> Driving | <input checked="" type="checkbox"/> Non-discriminatory | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Event Planning | <input checked="" type="checkbox"/> Non-judgemental | <input checked="" type="checkbox"/> Teaching and training |
| <input type="checkbox"/> Financial Planning | <input type="checkbox"/> Numeracy | <input checked="" type="checkbox"/> Team Work |
| <input checked="" type="checkbox"/> Initiative | <input type="checkbox"/> Office IT (Word, Excel etc) | <input type="checkbox"/> Telephone Skills |
| <input checked="" type="checkbox"/> Interpersonal | <input checked="" type="checkbox"/> Planning and organising | <input checked="" type="checkbox"/> Time Management |
| <input type="checkbox"/> IT, Computers and Web Skills | <input checked="" type="checkbox"/> Positive attitude | <input type="checkbox"/> Networking |
| <input checked="" type="checkbox"/> Leadership and Management | <input checked="" type="checkbox"/> Practicality | <input checked="" type="checkbox"/> Opportunity and Recognition |
| <input checked="" type="checkbox"/> Listening | <input type="checkbox"/> Presentation | <input checked="" type="checkbox"/> Self Management |
| <input type="checkbox"/> Literacy and copywriting | <input checked="" type="checkbox"/> Problem solving | |

- Please provide a link to the webpage for your volunteering opportunity in the box 'Registration link URL'.
- DO NOT PUT A LINK to your registration page anywhere else in the application. This is very important, as we need people to register through our website first so we know where our students are volunteering.
- You should make the listing 'Public'².

The screenshot shows a 'Publish Settings' form with the following fields and options:

- Registration link URL ***: A text box containing the URL `www.salfordstudents.com/rafiki/volunteer`.
- Who can view this listing?**: Two radio button options: **Public** (selected) and **Registered Volunteers**.
- Start Date**: A date picker field with a calendar icon. Below it, a label reads: 'Please enter the start date for the listing to display in search results'.
- End Date**: A date picker field with a calendar icon. Below it, a label reads: 'Please enter the end date for the listing to display in search results'.
- Close the opportunity**: A checkbox that is currently unchecked.
- Status**: A label indicating the current status is 'Approved false'.

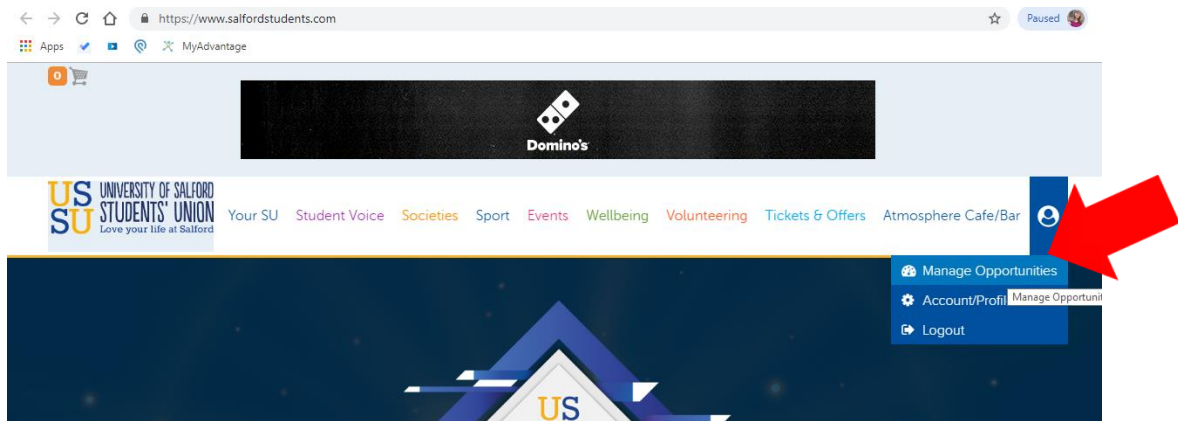
Approving Volunteers for your Opportunities

Ping! What's that in your inbox? A student has applied for your volunteering role! Yippee!

That means this system has found you a student who wants to be a union volunteer with you, and it's time for you to view their profile and complete their application.

- Go to this magical webpage: www.salfordstudents.com
- Click on 'Manage Opportunities' (Screenshot below)

² Making the listing 'Public' doesn't mean that any member of the public can apply for your opportunity. It just means that anyone with an account on our website can get an idea of the opportunities we offer to students.



c) On the following page, click on 'Applications' in the left-hand menu

unioncloud

Website

Volunteering

Opportunities

Applications

Timesheet Requests

Go to Website Madeleine College

Opportunities

Below you can see all the opportunities that have been created on your site by your Organisations/Projects. You can approve or decline any new entries and you can also monitor the status of each opportunity using the 'Status' column. For more information about how this works [click here](#)

New Opportunity

Opportunity Title	Date Created	Approved/Declined	Status	Action	Active Registration	Pending Registration	Number of Volunteers declined	Total number of Registration	Approved Timesheets
Head Rep	Friday 19-07-2019 - 16:37	Approved	Closed	⚙️	1	0	0	1	0
Head Rep	Friday 19-07-2019 - 11:38	Approved	Closed	⚙️	1	0	0	1	1
School Rep for Film and Digital Media	Wednesday 17-07-2019 - 14:42	Approved	Not Started	⚙️	0	0	0	0	0
School Rep for Salford Languages	Friday 12-07-2019 - 12:40	Approved	Not Started	⚙️	0	0	1	1	0
School Rep for Postgraduate (PGR) SOBE	Friday 12-07-2019 - 12:37	Approved	Not Started	⚙️	0	0	0	0	0
School Rep for Property & Surveying	Friday 12-07-2019 - 12:34	Approved	Not Started	⚙️	0	0	0	0	0
School Rep for Architecture & Digital Technologies	Friday 12-07-2019 - 12:30	Approved	Not Started	⚙️	0	0	0	0	0

When a student applies for your role, their application will come through on this page, and their status will be 'pending approval'

- d) Click on the cog icon, and click 'view volunteer's profile'

The screenshot shows the 'Volunteering Applications for Opportunity' page. The table contains the following data:

Volunteer First Name	Volunteer Last Name	Opportunity	Submitted Date	Status	Action
Joanna	Smith	School Rep for Law	Friday 02-08-2019 - 14:38	Pending	View Volunteer's Profile
Student	Test	School Rep for Nursing	Tuesday 30-07-2019 - 15:39	Declined	
Student	Test	Head Rep	Friday 19-07-2019 - 16:38	Approved	
Student	Test	Head Rep	Friday 19-07-2019 - 11:39	Approved	
Student	Test	School Rep for Salford Languages	Friday 19-07-2019 - 11:32	Declined	
		School Rep for Geography	Monday 15-07-2019 - 08:46	Approved	

On these pages you can view:

- The volunteer's enrolment details
 - Contact details
 - Medical details
 - Address
- The volunteer's profile
 - Areas of interest
 - Their skills (Make sure you click on [view] so you can see their skills reflections)
 - Their motivation for volunteering

The screenshot shows the 'I am Student' profile page. The sections visible are:

- Term time address details
- Contact Details
 - First Name: Joanna
 - Last Name: Smith
 - Email Address: joannasmithstudenttest_old@gmail.com
 - Mobile Number: 01613515408
- Emergency Contact
- Health and Wellbeing Details
- Further Details
- Terms and Conditions

Browser tabs: NUS Digital, NUS Digital, +

Address bar: www.salfordstudents.com/administrator/volunteering_user_applications/36565/user_profile_show?click=vol_user_application

Page header: /antage M Introduction to Dat... M Introduction to Dat... Go to Website Madeleine College

Click to view evidence

Supporting evidence

STAR Example Situation– I am a third year student and secretary of the committee for Women's Football. Task – I had to design the training manual for next year's committee. I used the skills I gained from my Microsoft Office specialist exam in word. Action – I saved lots of time, because my exam taught me how to quickly highlight, bold, and make green all the titles in our training manual. Result, – Creating the manual only took 30 minutes, when it could have taken hours. Reflection – I did good for others by creating an attractive, easy to read manual that will be of use to future Women's Football members and teach them how to overcome common challenges faced on committee.

Supporting document

[Training_Manual_.docx](#)

Enrolment Data

Back

Areas of interest

- Film and
- Elderly C

Activities

- First Aid
- Catering

Skills I have

- IT, Computers and Web Skills [\[View\]](#)

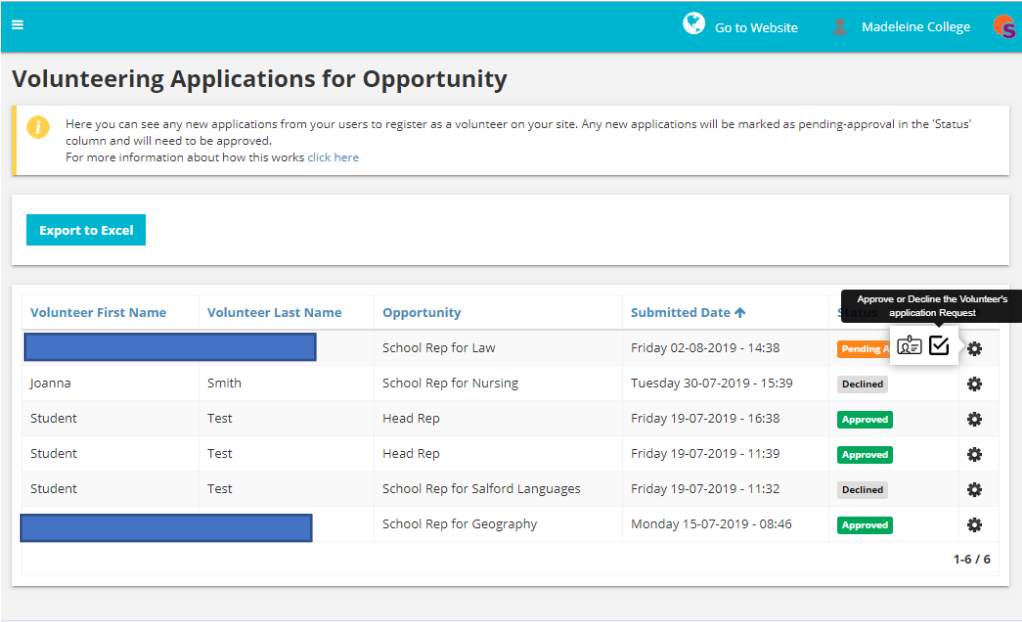
Skills I'd like to learn

- Time Management
- Non-judgemental
- Marketing
- Positive attitude
- Mediation
- Leadership and Management

Availability

- e) Email them directly if you need something from them that isn't in their profile. Send them a link to your application form, invite them to interview, whatever it is you do.

- f) When you have all the information that you need and are ready to respond to this student's application, go to 'Applications', click on the cog, then click 'Approve or Deny the Volunteer's request', and check the box



Volunteering Applications for Opportunity

Here you can see any new applications from your users to register as a volunteer on your site. Any new applications will be marked as pending approval in the 'Status' column and will need to be approved. For more information about how this works [click here](#)

[Export to Excel](#)

Volunteer First Name	Volunteer Last Name	Opportunity	Submitted Date	Status
		School Rep for Law	Friday 02-08-2019 - 14:38	Pending Approval
Joanna	Smith	School Rep for Nursing	Tuesday 30-07-2019 - 15:39	Declined
Student	Test	Head Rep	Friday 19-07-2019 - 16:38	Approved
Student	Test	Head Rep	Friday 19-07-2019 - 11:39	Approved
Student	Test	School Rep for Salford Languages	Friday 19-07-2019 - 11:32	Declined
		School Rep for Geography	Monday 15-07-2019 - 08:46	Approved

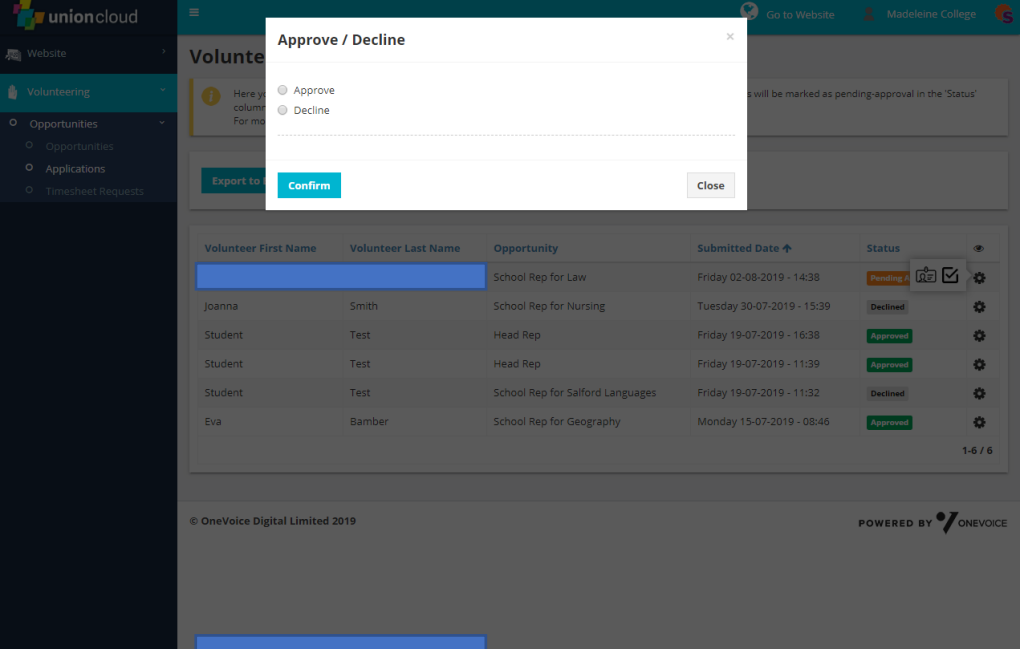
1-6 / 6

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- g) You must stay in touch with the volunteer after you approve them! Get in touch with the volunteer with the contact details they have provided to let them know how to start volunteering with you.

It is very important that you approve volunteers on the system. This will mean that they are able to log their skills and have a proper online record of all of their volunteering. It also means that we, as a union are able to see where our students are volunteering, and offer them relevant support, training, and awards.



Approve / Decline

☐ Approve

☐ Decline

[Confirm](#) [Close](#)

Volunteer First Name	Volunteer Last Name	Opportunity	Submitted Date	Status
		School Rep for Law	Friday 02-08-2019 - 14:38	Pending Approval
Joanna	Smith	School Rep for Nursing	Tuesday 30-07-2019 - 15:39	Declined
Student	Test	Head Rep	Friday 19-07-2019 - 16:38	Approved
Student	Test	Head Rep	Friday 19-07-2019 - 11:39	Approved
Student	Test	School Rep for Salford Languages	Friday 19-07-2019 - 11:32	Declined
Eva	Bamber	School Rep for Geography	Monday 15-07-2019 - 08:46	Approved

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h) When a role has been filled, you must close it manually

i) Click on 'Opportunities'

Volunteering Applications for Opportunity

Here you can see any new applications from your users to register as a volunteer on your site. Any new applications will be marked as pending-approval in the 'Status' column and will need to be approved. For more information about how this works [click here](#)

[Export to Excel](#)

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Student	Test	Head Rep	Friday 19-07-2019 - 11:39	Approved	
Student	Test	School Rep for Salford Languages	Friday 19-07-2019 - 11:32	Declined	
		School Rep for Geography	Monday 15-07-2019 - 08:46	Approved	

1-6 / 6

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j) Click on the cog icon for the role that you want to close, select 'edit opportunity'

Opportunities

Below you can see all the opportunities that have been created on your site by your Organisations/Projects. You can approve or decline any new entries and you can also monitor the status of each opportunity using the 'Status' column. For more information about how this works [click here](#)

[New Opportunity](#)

Opportunity Title	Date Created	Approved/Declined	Status	Action	Active Registration	Pending Registration	Number of Volunteers declined	Total number of Registration	Approved Timesheets
Head Rep	Friday 19-07-2019 - 16:37	Approved	Closed		1	0	0	1	0
Head Rep	Friday 19-07-2019 - 11:38	Approved	Closed		1	0	0	1	1
School Rep for Film and Digital Media	Wednesday 17-07-2019 - 14:42	Approved			0	0	0	0	0
School Rep for Salford Languages	Friday 12-07-2019 - 12:40	Approved	Not Started		0	0	1	1	0
School Rep for Postgraduate (PGR) SOBE	Friday 12-07-2019 - 12:37	Approved	Not Started		0	0	0	0	0
School Rep for Property & Surveying	Friday 12-07-2019 - 12:34	Approved	Not Started		0	0	0	0	0
School Rep for Architecture & Digital Technologies	Friday 12-07-2019 - 12:30	Approved	Not Started		0	0	0	0	0

15:56 05/08/2019

- k) Scroll down to the bottom of the page and select the 'Close the opportunity' box. Give a reason for closing it, save and close.

The screenshot shows the 'unioncloud' website interface. On the left is a dark blue sidebar with a menu containing 'Website', 'Volunteering', 'Opportunities', 'Applications', and 'Timesheet Requests'. The main content area is white and displays a form for a volunteering opportunity. At the top of the form, it says 'This opportunity will go live on 12:00 am, 15th of September, 2019' with 'Save' and 'Back' buttons. Below this is a map of Salford, England, showing locations like SEEDLEY, PENDLETON, and the University of Salford. Under the map is the 'Publish Settings' section. It includes a heading 'Who can view this listing ?' with radio buttons for 'Public' (selected) and 'Registered Volunteers'. There are fields for 'Start Date' (17-07-2019) and 'End Date' (02-09-2020), each with a calendar icon and a note: 'Please enter the start/end date for the listing to display in search results'. A checkbox labeled 'Close the opportunity' is present and unchecked. At the bottom, there is a 'Status' field with the value 'Approved false'. The footer of the page includes '© OneVoice Digital Limited 2019' and 'POWERED BY ONEVOICE'. The Windows taskbar is visible at the bottom of the screen.

Validate Hours and Skills Reflections

Step 1 – Encourage Volunteers to engage with the Salford Students Volunteering Service

- This website includes a skills reflection system.
- We want students to use the Salford Students Volunteering website as a reflective diary of their volunteering, that they update every time that they volunteer.
- They can write the number of hours that they've volunteered and reflect on the skills that they have gained.
- If they're not sure how to do this, they can attend one of my twice a term 'Skill-up Sessions'
- Please encourage them to do a STAR reflection
 - S - What **situation** or role were you in? What/where/when? What **skill** did you develop?
 - T- What **task** did you do?
 - A- What **action** did you take to meet the objective of the task and use your skill ?
 - R- What was the **result** of your action? Can you give facts and statistics? **Reflect** on what you did well, and what you could have done better. **Reflect** on the good you did for others and/or the environment.
- There are further details of this in my guide for students, which they can find on the Skill up section of the website



Step 2 – Approve or Deny Timesheet Requests

- a) Click on 'Timesheet Requests'
- b) Click on the cog, and 'edit' timesheets.
- c) Evaluate their request and approve or deny volunteers' hours

The screenshot displays the UnionCloud interface for managing timesheet requests. The sidebar on the left shows the 'Volunteering' menu with sub-items: Opportunities, Applications, and Timesheet Requests. The main content area is titled 'Timesheet Requests' and includes an informational message about the approval process. Below the message is a table with the following data:

Volunteer First Name	Volunteer Last Name	Opportunity	Submitted Date	Start Date	End Date	Hrs Spent	Status
Student	Test	Head Rep	Monday 22-07-2019 - 09:55	Friday 19-07-2019	Friday 19-07-2019	4.0	Requesting

At the bottom of the table, there is a '1-1 / 1' indicator and an 'Edit Timesheet' button. The footer of the interface shows '© OneVoice Digital Limited 2019' and 'POWERED BY ONEVOICE'.