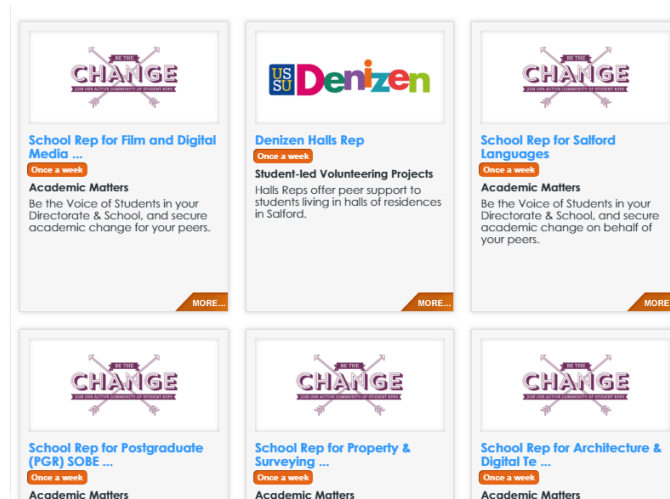# Salford Students Volunteering with your Organisation

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 Insurance[1]
    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

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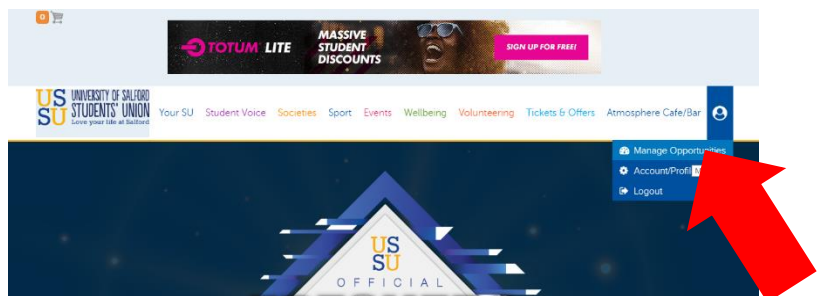
[1] It is your responsibility to update your policies on our system when they become out of date.

d) Add opportunities using the 'New Opportunity' button
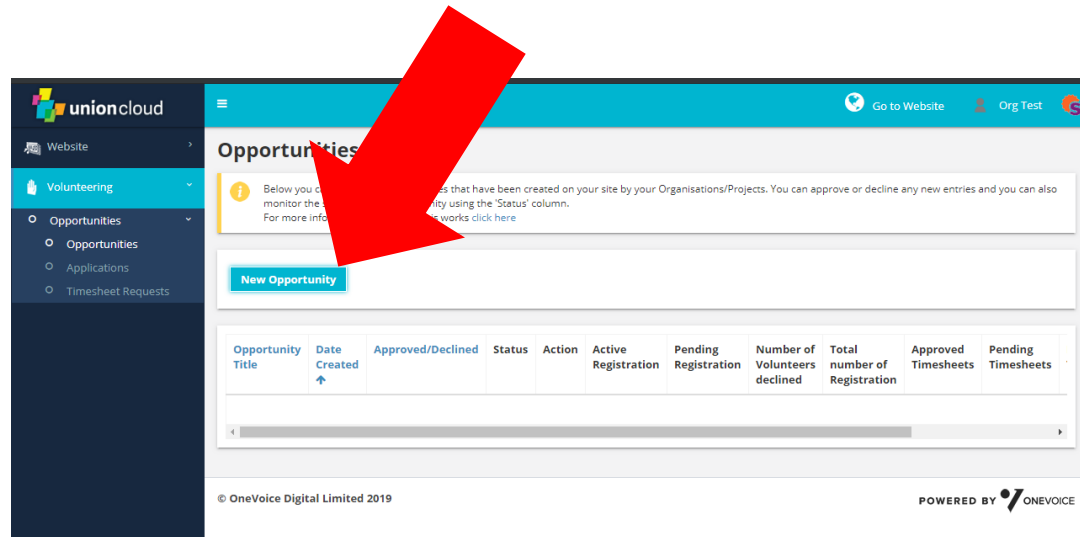
Most of the Opportunity registration process is straightforward, but be aware of the following things:

- 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.

- 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.

- 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]'.

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.

a) Go to this magical webpage: www.salfordstudents.com

b) Click on 'Manage Opportunities' (Screenshot below)

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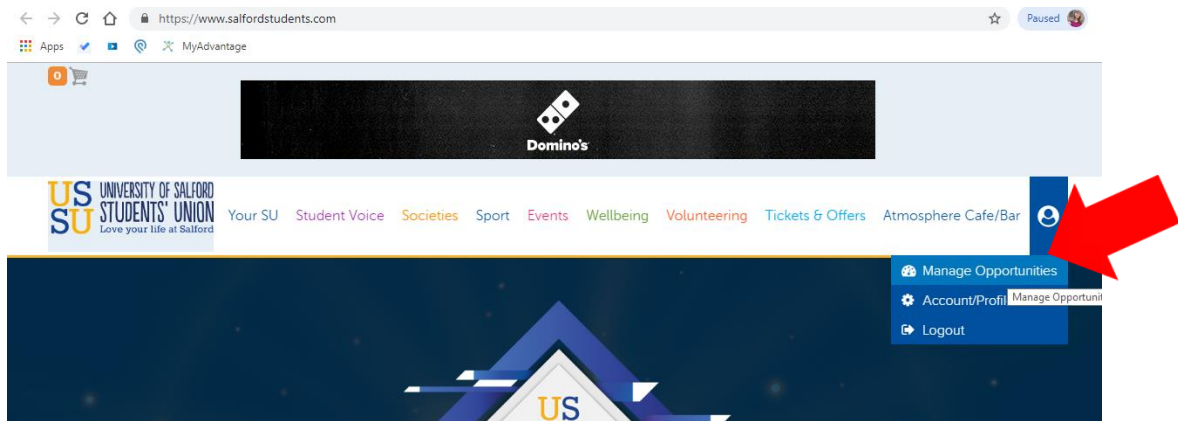
c) On the following page, click on 'Applications' in the left-hand menu

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'

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

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

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.

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

i) Click on 'Opportunities'

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

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.

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
  - o S - What **situation** or role were you in? What/where/when? What **skill** did you develop?
  - o T- What **task** did you do?
  - o A- What **action** did you take to meet the objective of the task and use your skill ?
  - o 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