

WORCESTER SU VOLUNTEERING PROVIDERS GUIDE



ABOUT US

Worcester Students' Union is the key provider of student volunteering at the University of Worcester. As part of our volunteering initiative, we offer a volunteering portal for volunteering organisations in the West Midlands (and to organisations near the University's larger partner colleges) to advertise their volunteering opportunities.

This guide is designed to support partner organisations to register with us, upload opportunities and show you what to do when a student applies for an opportunity. If you would like any further support, please contact our volunteering team at suvolunteering@worc.ac.uk or **01905 543210**

EXPECTATIONS OF US AND YOU

What can you expect from Worcester Students' Union Volunteering:

- Worcester Students' Union Volunteering will provide a recruitment portal to link our students with volunteer opportunity providers.
- We will help and support both opportunity providers and volunteers during the course of their volunteering.
- We will provide feedback to the providers from the student volunteers, so the providers continue to improve the quality of the volunteering.

What we ask of all organisations recruiting volunteers through Worcester Students' Union:

- To abide by our Provider Service Level Agreement, uploading relevant Health and Safety Policy, Public Liability Insurance and Employers Liability insurance, and ensuring these are updated when necessary.
- To provide high-quality volunteering opportunities and maintain regular contact with students who apply for those opportunities, as well as the Students' Union where necessary.
- In line with NUS guidelines, which Worcester Students' Union is affiliated with, to not promote any opportunities which are described as unpaid internships.
- To give feedback on the volunteering service and volunteering portal system provided by Worcester Students' Union.



Volunteering opportunities must meet the following criteria

- The purpose of the opportunity performed is for the broader benefit of society.
- Opportunities are entirely voluntary, with no direct or indirect pressure by the University, with no promise of direct advancement and no penalty for not participating in the volunteering.
- The involvement of volunteers should complement and supplement the work of paid staff and should not be used to displace paid staff or undercut their pay and conditions of service.
- There should be no expectation of compensation (financial or other) either now or in the future for these services (except for travel, project resource and other approved out of pocket expenses).

To start uploading your volunteering opportunities, visit
www.worcsu.com/volunteer

Worcester University

Your Union ▾ Your Voice ▾ Advice ▾ Volunteering ▾ Networks ▾ Sports and Societies ▾ What's On ▾ The Hangar ▾

Home / Volunteering

Volunteering

In this section

- LOG HOURS -- >
- Are You Volunteering? >
- Current Opportunities >
- Looking for Volunteers? >
- RAG (Raise and Give) >
- Volunteering FAQs >

Join the SU Crew Now

JOIN THE SU SUPPORT CREW!

Volunteer as a Students' Union Support Crew member, helping out at SU events such as Welcome Week, Varsity, RAG Week, Student Volunteering Week and more throughout the year.

Contact us on suvolunteering@worcsu.ac.uk
Follow us on Instagram: [@suamercroft](https://www.instagram.com/suamercroft)

SCARLETT ACTION

REGISTERING YOUR ORGANISATION

The first step is to register your organisation with us and create an account.

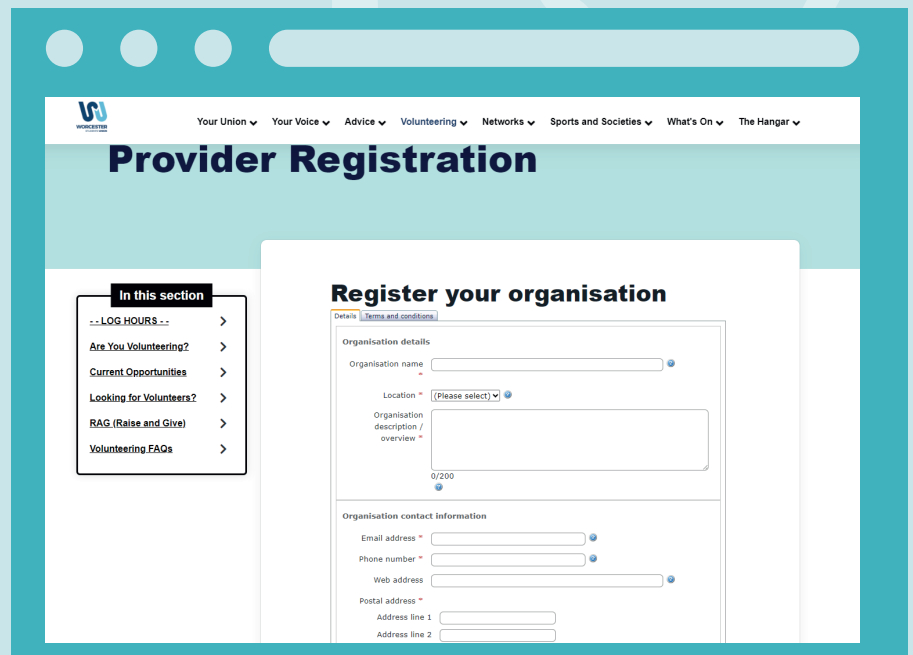
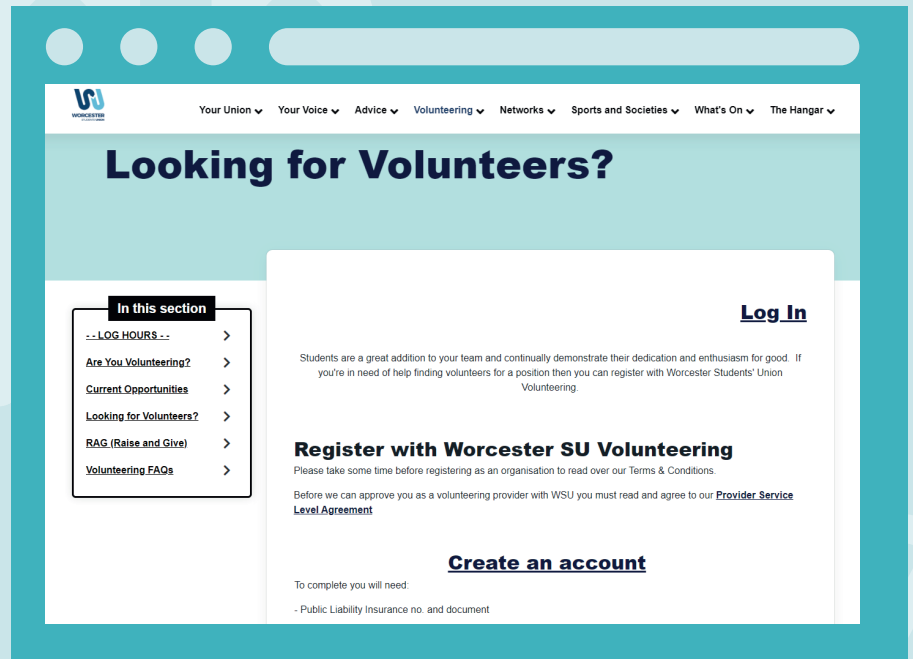
To do this you will need to visit www.worcsu.com/volunteer

Select the **'Looking for Volunteers?'** page. Have a read through of this page and then Select **'Create an account'**.

The following page should appear. Complete the necessary information and make sure you have access to your **Public Liability Insurance number and document, Employers Liability Insurance number and document, and Health and Safety Policy.**

You will also need to agree to our Provider Service Level Agreement listed in the terms and conditions.

Once you have entered all the required details, your registration will be sent to the Students' Union's volunteering team for approval. When approved, you will receive an email and you will then be able to start adding your volunteering opportunities.



UPLOADING YOUR VOLUNTEERING OPPORTUNITIES

Firstly, log in on the **'Looking for Volunteers?'** page. Then click opportunities and click **'add new opportunity'**.

You will then have to fill in all the details in the separate tabs e.g. dates, application process, etc.

Once you have filled out each box, you will need to save your changes.

Then a member of the Students' Union's volunteering team will be notified of your application.

Once approved the opportunity will go live on the website.

The screenshot shows the 'Opportunities' page. At the top, there are navigation links: Home / Volunteering / Browse Community Volunteering Opportunities / Opportunities. The main heading is 'Opportunities'. On the left, there is a sidebar titled 'In this section' with a list of links: -- LOG HOURS --, Are You Volunteering?, Current Opportunities, Looking for Volunteers?, My Volunteering Profile, RAG (Raise and Give), Skills Record, Training Courses, and Volunteering FAQs. The main content area shows the user is logged in as 'RaG (Raise and Give) Worcester Students' Union'. There are tabs for 'Provider details' and 'Opportunities'. Below the tabs, there is a section for 'Add new opportunity' with a dropdown menu for 'Show opportunities with status' set to '(All)' and an 'Apply' button. Below this, it says '3 activities match your filter.' and there is a table with the following data:

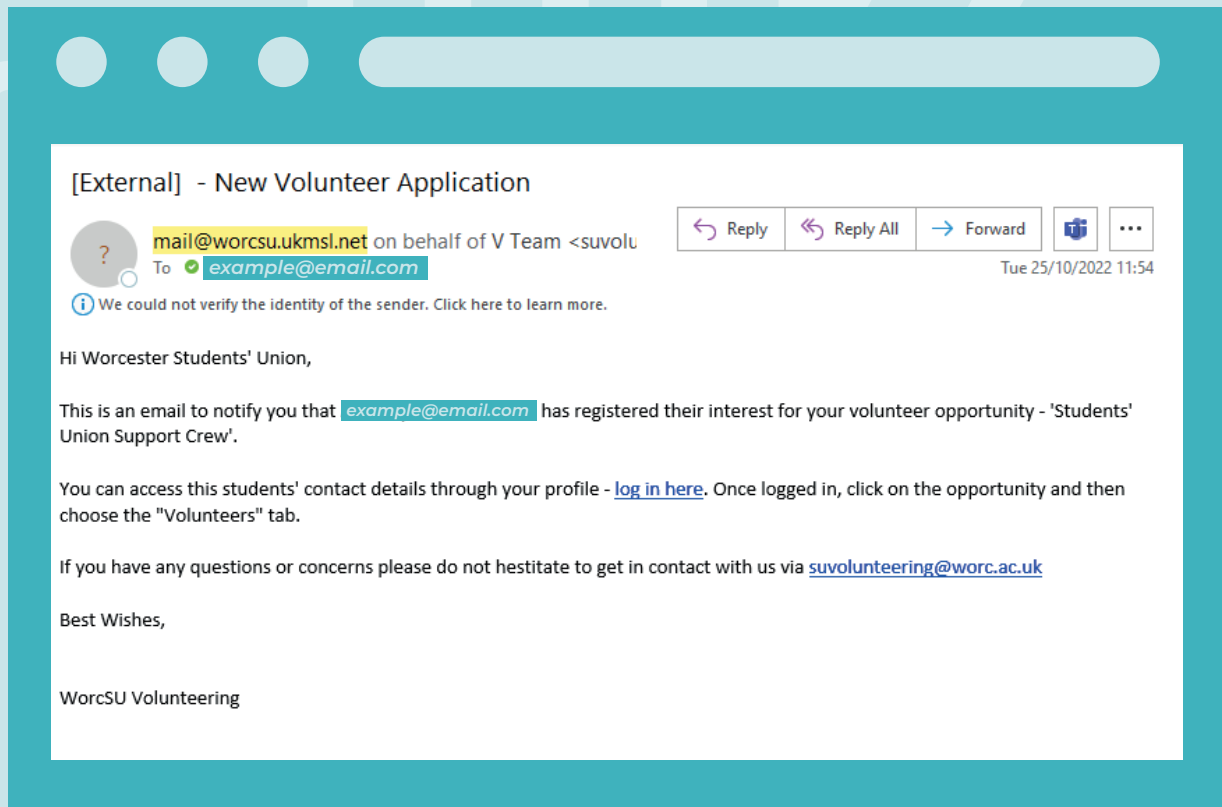
Name	Status	Display until
0243 RAG Committee	Expired	27 Apr 2018
0225 RAG Week Face painting Volunteers	Expired	(indefinite)
0224 RAG Week Volunteer	Expired	23 Oct 2017

The screenshot shows the 'Edit opportunity' page. At the top, there are navigation links: Home / Volunteering / Browse Community Volunteering Opportunities / Opportunities. The main heading is 'Edit opportunity'. On the left, there is a sidebar titled 'In this section' with a list of links: -- LOG HOURS --, Are You Volunteering?, Current Opportunities, Looking for Volunteers?, My Volunteering Profile, RAG (Raise and Give), Skills Record, Training Courses, and Volunteering FAQs. The main content area shows the user is logged in as 'RaG (Raise and Give) Worcester Students' Union'. There are tabs for 'Provider details' and 'Opportunities'. Below the tabs, there is a section for 'Edit opportunity' with a dropdown menu for 'Show opportunities with status' set to '(All)' and an 'Apply' button. Below this, it says '3 activities match your filter.' and there is a table with the following data:

Name	Status	Display until
0243 RAG Committee	Expired	27 Apr 2018
0225 RAG Week Face painting Volunteers	Expired	(indefinite)
0224 RAG Week Volunteer	Expired	23 Oct 2017

VIEWING VOLUNTEERING APPLICATIONS

When a volunteer registers an interest in one of your opportunities you will receive an email that states who the volunteer is and what opportunity they have registered an interest in.



Click the link within the email, you will be sent to the page to login to your account. Fill in your account details and click 'Log in'.

Once logged in you will be able to see the students contact details, please reach out to them and organise them starting in their voluntary role with your organisation.

If you have any issues or questions please get in touch at

suvolunteering@worc.ac.uk

