



Sheffield Volunteering Student Volunteer Recruitment Service Terms & Conditions 2020/21

Our commitment to your organisation:

We will support you to recruit volunteers for your voluntary group, charitable organisation, statutory body, social enterprise or other not-for-profit organisation operating in Sheffield (or nearby districts where the travel distance is practical and accessible by public transport).

We will plan a tailored and targeted promotion strategy for your volunteering opportunities via our website, email bulletin, social media and information in our office. University of Sheffield students are our main target audience but some university staff and graduates also receive our promotions.

Once registered on our website you will receive updates on how to be involved in other ways, such as Volunteering Fairs in October and February, a quarterly Give it a Go programme, bi-annual 4 Weeks of Action, and the Students' Union 100 hour Third Sector Placement scheme.

Your commitment to our organisation:

Evidencing our impact is crucial for us to continue supporting Third sector organisations in Sheffield. In May, we'll ask you to confirm who has volunteered (based on our records – taken up with students' permission via our online registration system and/or recruitment activities)

Monitoring information required from you:

- Names of University of Sheffield students and staff volunteers
- Their University email address (@sheffield.ac.uk)
- Number of hours they have volunteered
- Location of volunteering - Postcode (if possible)

We also need this information for our students' Higher Education Achievement Reports (HEAR). So on our behalf, we'll also ask you to contact any of our students who volunteer with you. This is so they do not miss out on recognition (if they wish to have it) and can be included in impact data (if they wish).

Criteria for partnering with us. Your organisation must:

- Have in place both Public Liability and Employers Liability insurance cover for your volunteers.
- Accept full responsibility for the Health and Safety of those volunteering with you; including checking the safety of activities and providing appropriate task training and supervision.
- Prepare volunteers for their roles (e.g. induction) and provide ongoing support to help them gain skills and confidence.



- Offer roles that can be flexible around students' study and university commitments (e.g. limited availability during exam periods - January & May - and university holidays).
- Inform volunteers if you can provide recognition of their volunteering (e.g. a job reference or certificate).
- Ideally, reimburse volunteers for all out of pocket expenses (e.g. travel costs). But if your organisational policy does not cover certain expenses, this must be communicated in advance.
- Be positively committed to Equality and Diversity, and provide an inclusive environment.

We will NOT recruit for the following:

- Flyering, data entry or bucket collection roles, where this duty the main or only focus.
- Roles requiring 15 hours (or more) per week (unless it takes place during university holidays).
- International or overseas volunteering roles. This includes local organisations that promote international activities.
- Roles with (or to set up) student-run branches of charities (for example, to set up a 'society').
- University of Sheffield Enterprise (USE) associated student groups. This is so that we can prioritise local Sheffield causes, which otherwise wouldn't have a profile on campus.
- Please contact the University of Sheffield Student Job Shop to advertise paid roles
myjobshop@sheffield.ac.uk 0114 222 0941
<https://www.sheffield.ac.uk/careers/jobs/jobshop>

Fundraising:

- Please note, Sheffield Raising and Giving (RAG) is our internal fundraising team who co-ordinate many opportunities for students to fundraise for local causes. Students decide who they raise money for each year. To apply for funding through Sheffield RAG, visit www.sheffieldrag.com.
- Sheffield Volunteering can promote certain fundraising roles:
- Participants for events in Sheffield which are professionally supervised, raise money for local (NOT national) causes and do not clash with events organised by RAG.
- Roles in which the student(s) are fully supported by a community fundraiser (or similar) within a local Sheffield charity.

Please get in touch if you are unsure about any of the criteria above, we are happy to talk it through.