

# Student Volunteer Recruitment Service

## Sheffield Volunteering - Terms and Conditions

### **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. University of Sheffield students are our main target audience but university staff and graduates also receive our promotions.

Once we have all the required information from you, we will promote your volunteer opportunity via social media within 3 working days and our email bulletin within 5 working days. We will also invite you to our networking events (e.g. Volunteering Fairs in Oct/Feb) where you can talk to and recruit students in person.

### **We will NOT recruit for the following types of roles:**

- Charity collections / flag days. To apply for Sheffield RAG funding visit [www.SheffieldRag.com](http://www.SheffieldRag.com).
- Flyering or data entry. Please contact the University of Sheffield Student Job Shop on 0114 222 0940 to advertise paid roles.
- Roles which require a commitment of more than 15 hours per week (unless the role takes place during university vacation time).
- International or overseas volunteering roles.
- Roles with USE associated student groups, or student run branches of charities. This is so that we can prioritise those causes within the Sheffield community which don't already have a profile on campus.

### **The terms and conditions of using our service are as follows:**

Your organisation keeps a record of all University of Sheffield students and staff who volunteer for you. This is a requirement of our funding and of our students' Higher Education Achievement Reports.

**INSPIRE & BE INSPIRED AS AN ACTIVE CITIZEN. TAKE PART IN OUR CITY.**

**The information required is:**

- The names of any University of Sheffield students and staff who have volunteered for you
- Their email addresses (preferably their university email)
- How many hours or sessions they have volunteered
- The area of Sheffield they volunteered in (i.e. postcode or neighbourhood)

Your organisation is insured to work with volunteers. Our requirement is that your volunteers are covered by both Public Liability and Employers Liability insurances.

Your organisation accepts full responsibility for the Health and Safety of those who are volunteering with you; including checking the safety of activities and providing appropriate training and supervision to the volunteers.

Your organisation reimburses volunteers for any out of pocket expenses (e.g. travel costs).

Your organisation prepares volunteers for their roles through an induction and training programme and provides ongoing support to help them gain skills and confidence through volunteering.

Your volunteering roles are flexible around students' study commitments (e.g. students are most likely to be available during October-December and February-May due to their holiday and exam periods).

Your organisation informs volunteers whether you are able to provide them with any recognition of their volunteering (e.g. a job reference or volunteering certificate).

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Please keep in contact with Sheffield Volunteering and let us know about any new projects you want to promote or contact us regarding any other issues (e.g. service, feedback, website, etc.). Also, please inform us if your organisation has any change in contact information.

*(Last Updated 11/08/2015)*

[www.sheffieldvolunteering.info](http://www.sheffieldvolunteering.info)