

# Careers and Employability Service

## Volunteering Bank Organisation Guidelines

### 1. What is the Volunteering Bank?

The Volunteering Bank provides registered charities and non-profit groups for public benefit a free service promoting their UK volunteering opportunities to our students and graduates.

Opportunities can be promoted all year round and students/graduates will apply directly to you.

### 2. How it works

You will first need to register your organisation on [MyCareer](#) and can then upload your opportunity. Please see the 'How to post an opportunity to the Volunteering Bank' section of our [MyCareer Employer Guide](#) for more information about how to do this.

Please ensure that when you upload an opportunity you provide as much information as possible and answer all of the questions. Students will then be able to browse opportunities on the Volunteering Bank and apply directly to you.

When planning your opportunities please bear in mind that there are far fewer students available during vacation periods. [Detailed term dates](#) for the academic year are available.

### 3. Eligibility

Opportunities suitable for the Volunteering Bank are those that are with a registered charity, are based in the UK and are on a strictly voluntary basis which students can undertake alongside their studies. Opportunities may be ongoing or a one-off event.

In most cases, we are only able to advertise opportunities on our Volunteering Bank if they are with a registered charity i.e. those with a charity registration number. We are aware, however, that some voluntary opportunities that are for public engagement and benefit take place with non-profit organisations who are not classified as a registered charity. If an organisation can demonstrate that an unpaid work experience opportunity meets a set of criteria, at the discretion of the Careers and Employability Service there may be scope to upload this as part of our Volunteering Bank.

Criteria:

- The organisation is a non-profit group for public engagement and benefit
- The opportunity is within a difficult to access industry/sector
- The opportunity is within a sector in which paid work experience is not commonly available
- The student's programme of study has been highlighted as an area in which the University is seeking to improve graduate outcomes
- The opportunity will tangibly enhance future employability prospects

**Please be aware that the Careers and Employability Service does not advertise unpaid placements or volunteering opportunities whereby an organisation charges volunteers for participation.**

### 4. Commitment

It is the responsibility of the organisation to be in contact with all applicants to let them know whether they have been successful or not and to keep them up-to-date with the recruitment process as it progresses.

## 5. DBS Checks

The University does not carry out DBS or other security checks for students or organisations.

Should a DBS check be required, it is the responsibility of the charity to ensure that this has been undertaken. For further information, please check the government website on [Disclosure Barring Service Checks](#).

## 6. Visas

During term time, students who hold a Tier 4 (General) visa are restricted to working a maximum of 20 hours per week; this includes volunteering activities. There are serious implications for organisations that do not adhere to these rules.

Please note that students enrolled on Masters courses are not treated as being on vacation over the summer until the end of their course (the CAS statement will show this date) and after submitting their dissertation.

## 7. Feedback

We want to provide the best service possible therefore every year we seek to improve our processes and service to both students and the organisations we engage. Please contact us via [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) if you have any concerns or suggestions you would like to share with us.

Thank you for your cooperation and we look forward to promoting your opportunities.

# Hints and tips

If working with students is a new step for your organisation, please familiarise yourself with our guidelines on opportunity descriptions, induction and training, commitment, transport and expenses.

## Volunteer Induction and Training

Certain opportunities require a much more intensive training period than others, but as a minimum standard, we encourage you to carry out a short induction with volunteers covering the following topics:

1. Brief introduction to your charity
2. Introduction to yourself and your colleagues, including what your roles are
3. Overview of your policies and procedures that volunteers should be aware of e.g. health and safety, child protection, confidentiality
4. What the volunteer will be doing (responsibilities – depending on the opportunity this may be a negotiation between yourself and the student as you explore THEIR interests and YOUR needs)
5. Support and contact – provide a name and telephone number that they can call if necessary
6. Information on dates and times – make sure the volunteer is clear on the exact days and times volunteering will take place, as well as start dates and end dates if applicable. This also gives the volunteer the opportunity to let you know of any days they are unavailable
7. Volunteering venue – some students will be new to Southampton and will be unfamiliar with the area including street names and bus routes. Providing directions including a map and bus numbers will make the student feel at ease and help them find their way to your location/venue

## Commitment

Volunteering requires a two-way commitment. We stress to our volunteers how important reliability is to the charities we work with and encourage them to contact charities in advance if something is going to prevent them from attending a shift. However, please be aware that student volunteers are often managing hectic schedules so may find that unavoidable lectures, meetings or deadlines can get in the way of volunteering.

Similarly, when a student signs up to volunteer with a particular project, there is a reciprocal commitment from you that this project will go ahead. If unforeseen circumstances force you to cancel an opportunity, please give as much notice as possible.

## Transport

Please bear in mind that not all students have access to their own transport. We would encourage you to ensure that your opportunities are accessible to all, wherever possible.

If a student needs their own transport in order to volunteer with you, for example if you are not on a bus/train route, then it is your responsibility to check their driving licence and insurance.

## Expenses

Students have proven their dedication to volunteering despite the increasing instability of their financial situation, but many simply cannot afford to volunteer if their travel expenses are not covered. Therefore we encourage the reimbursement of expenses whenever possible.