

VOLUNTEER MANAGEMENT: signposts for VCSE organisations

At Seashell we enjoy the support of both individual and corporate volunteers, who contribute around £100k worth of hours in a year.

Below are some signposts that have really helped us in managing volunteers and ensuring their safety and that of our service users.

INDIVIDUALS

[NCVO](#): great resource as a first port of call. Lots of quick, easy and helpful guides and free training. There are lots of really useful blogs too.

<https://iiv.investinginvolunteers.org.uk/>: at Seashell we have the Investors in Volunteers kite mark. This is also facilitated by NCVO and the site has some really useful links and case studies giving examples of best practice.

<https://www.gov.uk/government/publications/disclosure-application-process-for-volunteers>: this Government website is a great source of information for helping volunteers with DBS checks you may require.

[Directory of Social Change](#): DSC has some helpful resources for volunteer management, including their [top tips](#)

[Thrive](#): have a great volunteering toolkit with examples of a volunteer policy, application form, expenses form, job description, confidentiality policy etc.

[Volunteering Matters](#): have some great blogs that are updated all the time



Corporate volunteering groups can really make a difference to a task in a very short period of time. Be creative about what you might want them to do – at Seashell they help with everything from maintaining our grounds, building safe spaces for our pets and animals or helping in the office with everything from data input to business planning and IT.

They tend to be one off days but we have also had groups in for a week too.

Recruitment

Some good places to look for corporate volunteers are below plus most of these give lots of advice on their websites and will help with putting together a job spec or brief and manage the H&S documentation like risk assessments, sign in sheets etc. Some even come with a dedicated project leader to look after the team for you.

[Business In The Community](#): they have regular clients who they often try and place volunteers for. Plus recently they launched their [National Business Response Network](#), which is a portal on which you can add the things you need help with and businesses can post their offers on. Gaynor Anthony is a great contact there: Gaynor Anthony, BITC Community Emergency Response Lead, North West m: 07810 637799 / gaynor.anthony@bitc.org.uk

[Employee Volunteering](#): these guys have a number of clients in our area they are always looking to place.

[Volunteering Matters](#): also offer corporate volunteering and a whole host of advice

[Business Volunteers](#): have some big clients they are placing volunteers for

[Groundwork](#): are doing a lot of work at the moment in our area

[Manchester Airport Community Champions](#): just contact the number at the bottom of this page and they will help you with advice and options

[Salford Foundation](#): work with a number of big corporates including Bruntwood and BNY Mellon in Manchester

Top Tips for Corporate Volunteering

1. Provide a written brief and be honest about what you can and can't offer. Make it really stand out and be clear what the task is and why it will have a huge impact. Most of the agencies will give their corporate clients three briefs to choose from so you need to find ways to make them choose yours.
2. Always do a risk assessment and again be really clear about restrictions on the day to manage expectations
3. We offer a site recce or send over photos of the area they will be working in on the day as it helps them to understand any limitations
4. Think about parking (our biggest nightmare so we ask people to car share or even see if they will get a minibus to drop them and pick them up), lunches and refreshments (whether you can offer tea, coffee, water or will they need to bring, will there be a fridge for them to put packed lunches in etc), any security passes or keys they might need (we only give one for the team to share).
5. Consider if you'll need them to bring any tools or equipment. We often ask corporates to hold an office fundraiser ahead of the day to fundraise for plants or any materials they might use.
6. Decide if you will need them all to have individual DBS checks – time and cost implications
7. Who will look after them on the day and how can you minimise how much time it takes? Also think about where their base will be – will there be somewhere indoors they can go if it rains? Will there be somewhere to leave their bags and any valuables?
8. Most need to see your public liability insurance documentation and privacy policy/volunteer policy so make sure you have both
9. Log the hours they do and then follow up with how much that has saved you in ma salary (you could just use minimum wage).
10. Take lots of photos on the day – makes a lovely souvenir you can email through to them afterwards

If you have any questions or would like examples of any of our volunteer documentation, call Wendy Bray on 0161 610 0168 or email wendy.bray@seashelltrust.org.uk