

Introduction

Making A Difference to Volunteering

This tool kit has been designed by Havering Volunteer Centre and stems from the Havering Volunteer Centre's commitment to promoting excellence in volunteering and has been developed to enable the LBH Volunteer Strategy.



This is a guide for anyone thinking about volunteering and starting their journey in sourcing what to do next and for those organisations working with volunteers in Havering.

This Tool Kit starts by providing a framework for organisations to start the process of volunteer involvement, which will help to clarify your thinking and planning in making the best use of volunteers to help the work of your organisation/group.

Have you ever wondered how you might attract the right volunteers who will make a real difference to the lives of the people you support or the aims of your organisation or group?

Or, how you can retain volunteers to get on behind-the-scenes with those extra jobs, for example: like preparing newsletters, gardening or fundraising for a special project?

If so, this toolkit will help you and is made just for you.

This toolkit does not “re-invent the wheel”. Instead it has been devised to support you with a snap shot of a wide range of volunteer management resources.

The Tool Kit complements existing resources by filling the gaps and answering the most frequently asked for questions:

Where and how you can find just enough of the “right” volunteers.

What to consider when engaging people in vulnerable circumstances as volunteers

How to go about measuring the impact and value of volunteering with the resources that are available to you.

We hope this toolkit helps you make volunteering a success in your organisation.



Attracting and retaining volunteers can be a bit trickier than first thought, largely because volunteering involves freedom of choice on the part of the volunteer. However, we will try and guide you on how to attract and keep your volunteers.

People who feel empowered, rewarded and appreciated in their volunteer placement are more likely to contribute to and continue in that role. Implementing a comprehensive and successful volunteer program requires time, commitment and personnel, as well as an understanding of why people volunteer.

A well-managed and designed volunteer program will acknowledge the reasons for volunteering and strive to meet the needs of the volunteers by recognising their contribution. Success in doing so will return many benefits, both to the volunteer and the organisation they engage with.

It is important to recognise that while there are some general principles to follow, there is no single 'one size fits all' formula for successful volunteer involvement – much depends on the nature of your role, the opportunity on offer, commitment of time, skills analysis/development and engagement with your organisation.

To help you manage your volunteers, we have developed a range of simple tools, step by step guide and useful templates which will enable you in securing valuable volunteers.

How to use the toolkit:

This toolkit is exactly that, a selection of tools, you don't use all the tools in your toolbox at the same time and you won't use all your tools on the one job, it's a mechanism to enable you to engage the right volunteer for your organisation:

- a) **Take your time!**
- b) **Look at the checklists.**
- c) **Decide which of these apply to your organisation/group (however, not all of them will).**
- d) **Note what the checklist indicates and what might be helpful for you.**
- e) **Prioritise what is most important for your organisation.**
- f) **Use the model policies and agreements to develop policies and procedures to meet your own requirements.**
- g) **look at the examples, decide which are correct for your organisation to support your needs.**

The selection included here are a starter set of 'tools'. You may wish to modify and add to these tools over time.

If you want to discuss your requirements contact:

Having Volunteer Centre on 01708 922214 or

email: volunteering@havingvc.org.uk