**SVC Lead Volunteer Role 2017-18**

Student Volunteering Cardiff (SVC) currently manages a variety of different projects. These projects have been set up over the years by past volunteers. Every project supports disadvantaged people across the local community and works with different groups of beneficiaries such as people with mental health conditions, children and adults with learning and physical disabilities, homeless people, children and young people.

The role of a Lead Volunteer is varied and each project differs, however the key responsibilities of each Lead Volunteer are:

**Attend a Lead Volunteer Training Day in Cardiff in September**

This is a day of training in Cardiff where Lead Volunteers will receive all the training they need to get started. The training includes: introduction from the SVC Team and Board of Trustees, info on how to use SVC systems, Health and Safety training and a chance to create posters for your stand at the Project Introductory Fayre.

It is also a great opportunity to get to know the other Lead Volunteers, SVC staff and the SVC Board of Trustees. Attendance on the day is compulsory for all Lead Vols.

**Publicity and Recruitment:**

Every Lead Volunteer will be assigned a member of staff from the SVC office that will support you through your time as a Lead Volunteer. They will help you to publicise your project and give you ideas about promoting your project, designing publicity materials and help you think about how the project will run. Think about how you can promote your project to recruit volunteers, speaking to tutors, peers and housemates and preparing for your stand at the Project Introductory Fayre are all good ideas.

**Project Introductory Fayre:**

Each project will have a stand at the Project Introductory Fayre just after Fresher’s week. This is the perfect chance for you to advertise your project to prospective volunteers and give them more information. At the Lead Volunteer Training Day there will be an opportunity to prepare posters for the fayre.

**Check Volunteer Administration:**

Once you have promoted your project and hopefully recruited some keen prospective volunteers, your SVC staff member will support these volunteers to complete reference checks and a DBS (if applicable). It is your responsibility to double check that all the volunteers on your project have these in place, talk to your SVC staff member and they will show you how to check the online database to see whether the references and DBS check have been returned. There will be guidance on this at the Lead Volunteer training day. If any admin is missing for your volunteers tell your SVC staff member and they will follow this up for you.

**Lead your volunteers:**

This is now when you will coordinate the project, ensuring volunteers know when and where they are volunteering. Your main role throughout the year is to ensure your volunteers are happy and the organisations SVC works with through your project are also pleased with how the project is running. If you get stuck, or have any problems which you are uncertain about then come and talk to your SVC staff member, they will be happy to help and are always on hand. As a Lead Volunteer you are also responsible for liaising with SVC staff, the organisation/s your project works with and the Board of Trustees as well as your volunteers.

**Attend SVC Supervisions:**

Your SVC member of staff will meet with you several times throughout the year to undertake a supervision. This is just a chance for you to tell us all about the project, what’s going well and any concerns you may have.

**Monitor Volunteer Attendance:**

It is your responsibility to monitor the attendance of your volunteers, if there are too many and you need help to look at easier ways to record this then pop into the office and your SVC staff member will help you to look at ways to monitor and record volunteer participation.

**Attend events, fundraisers, socials:**

As a Lead Volunteer you will be expected to, whenever possible, attend some of the events and socials arranged by the SVC Board of Trustees. These are a great way to get involved with fundraising, but also a fun way to catch up with other Lead Volunteers and volunteers. As a Lead Volunteer part of your role will be to generate a sense of community amongst your volunteers and attending socials is a great way to do this! We want Lead Volunteers to represent SVC as a whole- not just one project.

The role of a Lead Volunteer is varied and looks great on your CV, as well as providing you with many different skills. The role of the Lead Volunteer has been designed in line with the 9 key principles of Millennium Volunteers (a volunteering programme open to 16 to 25 year old aiming “to recognise the contribution that young volunteers make to organisations across Wales”).

* Personal commitment
* Community Benefit
* Voluntary Participation
* Ownership by Young People
* Quality
* Recognition
* Inclusiveness
* Variety
* Partnership

**The main thing to remember is that as a Lead Volunteer you will be expected to do a lot more than just attend your project sessions. While SVC staff are here to help and guide you whenever needed, we want Lead Volunteers to take real ownership and responsibility over their project.**