

### **The role of a Lead Volunteer:**

SVC is proud to offer a Millennium Volunteering Programme, this is a volunteering programme open to 16 to 25 year olds. The aim of the programme is very simple – “to recognise the contribution that young volunteers make to organisations across Wales”. This is achieved through the use of 50, 100 and 200 hour certificates; the last of these is signed by the First Minister of Wales.

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.

- Personal commitment
- Community benefit
- Voluntary participation
- Ownership by young people
- Quality
- Recognition
- Inclusiveness
- Variety
- Partnership

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 older people, people with mental health conditions, children and adults with learning and physical disabilities, homeless people, children and young people.

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

### **Attend a Lead Volunteer Training Day in Cardiff:**

This is a day of training at The Gate, Cardiff in which Lead Volunteers receive all the training they need to get started. The training includes: Problem Solving and Negotiation Skills, Team Building, Health and Safety, How to Coordinate your Project and Supervision Skills.

The weekend is also a great opportunity to get to know the other Lead Volunteers, SVC staff and the SVC Board of Trustees. We would love you to attend the day but if you are not able to due to other commitments please let the SVC staff know and we will invite you to attend the Catch-up Session to go through anything you may have missed.

### **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.

They will help you prepare for different recruitment events (dates to be confirmed). At these events you may be given a stand to promote your project, or an opportunity to speak about your project. These events are aimed to enable you to recruit volunteers for your project, don't worry if you don't fill all the spaces, your SVC staff member will help you look at other ways to recruit your volunteers.

### **Project Introduction Session:**

Depending on your project, you may also decide to plan an Introductory Session to speak to individuals who are interested in volunteering on your project, your SVC staff member will support you to plan and deliver this Introductory Session.

### **Frequently Asked Questions (FAQ's):**

You may decide that rather than delivering an Introductory session you want to prepare FAQ's about your project which are brief and informative, outlining how the project works, the commitment required, training involved etc. Your staff member will support you to compile these FAQ's, and support you with advertising and disseminating this information.

### **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 DBS's and reference checks. 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. 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.

### **Liaising:**

As a Lead Volunteer you are also responsible for liaising with your volunteers, SVC staff, the organisations your project works with and the Board of Trustees.

### **Attend SVC Supervisions:**

Your SVC member of staff will meet with you several times throughout the year at a time to suit you 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:**

We hope that Lead Volunteers will be able to 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.

**Please remember:**

Being a Lead Volunteer is a fun way to develop and build new skills, the SVC staff are here to support you every step of the way.

SVC is a volunteer led charity and we welcome any new ideas or suggestions you may have, so please keep us posted!