

# Volunteering Module Guide.

How to register and advertise your opportunities



# Quick Links

If you are a new user please follow the guide through. If you are already registered and you need to jog your memory use the quick links to jump to where you need to be.

[Log in](#)

[Change Password](#)

[Add Activity](#)

[Add User](#)

[Contact us](#)

[Re-submit Profile](#)

[Top Tips](#)

[Check Sign ups](#)

# What is the Volunteering Module?

The Volunteer Module is the hub for students to find volunteering opportunities among local and national charities as well as from SU Activity Groups including V Team, Student Volunteering and RAG (Raise & Give). As a charity or non-profit you can have a free account to advertise your opportunities.

This is what the students see.

<https://www.thesubath.com/volunteer/browse/>

https://www.thesubath.com/volunteer/browse/

**SU THE SU UNIVERSITY OF BATH** **TOTUM** **GET KITTED UP** Custom Search ACCOUNT SIGN OUT Talk to us

WHAT'S ON VOICE SUPPORT DEVELOPMENT GROUPS ABOUT US

## VOLUNTEERING

VOLUNTEER GROUPS  
VOLUNTEER PROFILE  
INTERNATIONAL STUDENT VOLUNTEERING  
POSTGRADUATE VOLUNTEERING  
VIRTUAL VOLUNTEERING  
OVERSEAS & HOLIDAY VOLUNTEERING  
ORGANISATIONS - LOG IN / REGISTER  
CONTACT US

## Volunteering Opportunities

### Featured Opportunities

**I Am Team GB Games Maker**

The following is a list of our current volunteering opportunities, provided by organisations around Bath and beyond:

Show / Hide Filters

Previous Showing 1 to 10 of 24 opportunities Next

#### Tubber

Brake

This opportunity takes place between 21 Jan 2019 and 01 Jan 2020.

A Tubber supports Brake by coordinating the placement of collection tubs in shops, pubs and other local businesses. As a Tubber you will liaise with these organisations who are willing to host a collection tub. Your role will also include ensuring money is counted and safely banked.

[I am interested in this opportunity](#)

#### My Guide Promoter

Guide Dogs UK

This opportunity takes place between 18 Jun 2019 and 10 Dec 2019. Closing date for applications is 10 Dec.

The role of a My Guide Promoter volunteer is to support the growth of the My Guide service by promoting all elements of the service to people with sight loss, potential volunteers and external organisations.

[I am interested in this opportunity](#)

#### FoodCycle Volunteer

Bath Foodcycle

This opportunity takes place between 01 Aug 2019 and 31 Dec 2020.

We collect surplus food each week from local retailers and cook a 3-course nutritious meal for people in need within our local community. Volunteer with us as either a cook or front of house host and help make our meals happen in a fun and rewarding environment!

[I am interested in this opportunity](#)

#### Holiday Playworkers/ Youthworkers

Bath Area Play Project

This opportunity takes place between 21 Jan 2019 and 31 Aug 2019.

Supporting paid staff team to provide Holiday Play opportunities and Youth activities in Bath. We have a number of services running February half-term through to August summer holidays for Children and young people aged 5 - 19 yrs. This is an opportunity to be involved in providing fun activities during the school holidays, including sports, arts, crafts, den building and trips.

[I am interested in this opportunity](#)

#### I Am Team GB Games Maker

SU THE SU UNIVERSITY OF BATH

SU Volunteering

This opportunity takes place between 24 Aug 2019 and 26 Aug 2019.  
I Am Team GB will be happening again on

#### Campaigns Contact

mca

Motor Neurone Disease Association

This opportunity takes place between 01 Aug 2018 and 12 Sep 2019.  
To lead on campaigning in your branch

**Register / Log on:** <https://www.thesubath.com/volunteer/providers/login/>

This is your main link and will help you access everything you need.

1. Register
2. Contact us
3. This help guide
4. Useful info
5. Ts & Cs
6. Log in to your account

## Volunteering Opportunities Database

If you are a new provider, please [register your organisation](#) this is a free service to charities and not-for profit organisations. If you have any queries or would like your password resetting please contact the Volunteering Team

[volunteers@bath.ac.uk](mailto:volunteers@bath.ac.uk)

For help on how to use the Volunteering Opportunities Database, [check out our guide](#)

**IMPORTANT: International Students** are limited to how many volunteering hours they can undertake whilst they are studying in the UK, in light of this, and other restrictions, the Volunteering Team have created a [factsheet](#)

To help understand the difference between Volunteering and Voluntary Work here is a useful guide.

Volunteering and Voluntary Work

**Volunteer Recruitment Terms and Conditions** - by advertising your volunteering opportunities via the SU Bath website you are agreeing to abide by the following terms and conditions

Volunteer Recruitment Terms and Conditions

[Log in](#)

Enter the email address and password you chose during registration.

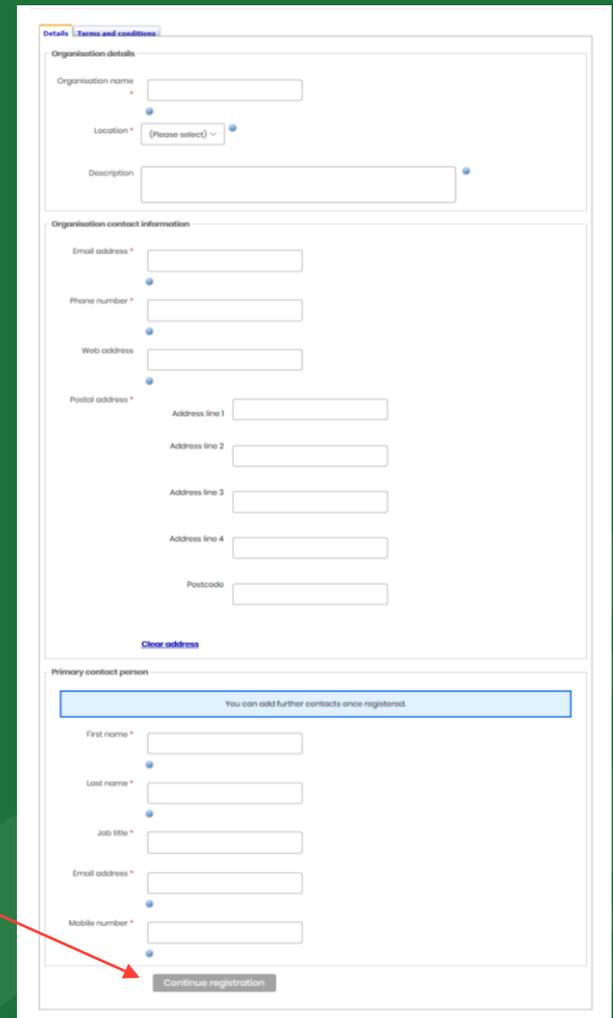
Email address

Password

Log in

# How to register

- The link from the previous slide will take you to this page. Here you will need to enter your charity's details and yours.
- You need to register as one person at the moment. You can add more people later.
- Once you have done this click Continue registration



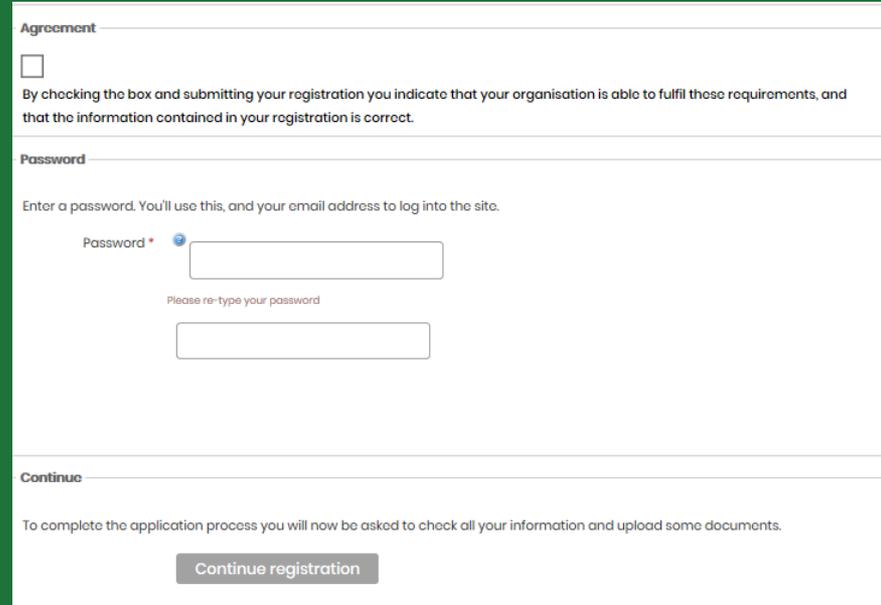
The screenshot shows a registration form with the following sections:

- Organisation details:** Organisation name (text input), Location (dropdown menu with "(Please select)" option), and Description (text input).
- Organisation contact information:** Email address, Phone number, Web address, and Postal address (Address line 1, 2, 3, 4, and Postcode).
- Primary contact person:** A blue banner reads "You can add further contacts once registered." Below are fields for First name, Last name, Job title, Email address, and Mobile number.
- Buttons:** A "Clear address" link is located below the postal address fields. A "Continue registration" button is at the bottom right.

A red arrow points from the text "Continue registration" in the list on the left to the "Continue registration" button on the form.

# How to register

- The next page is our terms and conditions. (These can be viewed on your home page.)
- You will then create a password and click confirm registration.
- When creating a password use something simple – this page doesn't like numbers. You can change the password later to something more complicated if you like.
- Once you have confirmed your registration you will be taken to your incomplete profile.



The screenshot shows a registration form with two main sections: 'Agreement' and 'Password'.  
1. **Agreement**: A checkbox is present, followed by the text: 'By checking the box and submitting your registration you indicate that your organisation is able to fulfil these requirements, and that the information contained in your registration is correct.'  
2. **Password**: A heading followed by the instruction: 'Enter a password. You'll use this, and your email address to log into the site.'  
 - A 'Password \*' label is next to a blue eye icon and a text input field.  
 - Below it, the text 'Please re-type your password' is followed by another text input field.  
3. **Continue**: A heading followed by the text: 'To complete the application process you will now be asked to check all your information and upload some documents.'  
 - A grey button labeled 'Continue registration' is centered below the text.

*At this stage you can log out and continue the registration at another time*  
*Currently your profile **HAS NOT** been submitted to us for approval*

Log back in: <https://www.thesubath.com/volunteer/providers/login/>

# Continuing registration and editing your details

Your incomplete profile will look like this:

1. Who is logged in
2. Log out
3. Your details
4. Adding and removing access. (Additional people who can add opportunities for your organisation.)
5. Your policies
6. Change your password
7. Once you have been approved the add opportunity button will show.

Provider details | Logged in as MSL Training

Log out

Please complete your registration by entering your insurance details and policies.

Details | Contacts | Policies | Change password

Organisation details

Organisation name MSL Training

Location \* Bath area

Description \* How to use the site

19/600

Organisation contact information

Provider details | Opportunities | Logged in as MSL Training

Log out

Details | Contacts | Policies | Change password

Organisation details

# Your Details

This is all your basic information:

- This page will mostly be populated by information from the initial registration. You just need to fill in the blanks.
- Insert a logo here. Use Browse to find your logo and then Update to insert. It will then show if it has been accepted.
- When you have finished this page click Save details

Details | Contacts | Policies | Change password

### Organisation details

Organisation name MSL Training

Location \* Bath area

Description \* How to use the site

19/800

### Organisation contact information

Email address \* test@both.ac.uk

Phone number \* 01225 386385

Web address

Postal address \*

Address line 1 BATH SU

Address line 2

Address line 3

Address line 4

Postcode BA2 7AY

[Clear address](#)

### Image / logo



[Browse...](#) [Update](#) [Delete](#)

### Other information

Charity Number 328589

Do you cover Volunteer expenses? \* yes

Do you perform DBS checks for Volunteers? \* yes

[Save details](#)

# Contacts – Add or edit users

This is who can add opportunities for you:

1. Add a new user/contact
2. Add new user screen
3. Your existing users, click the name to edit details and change password
4. Deactivate a user

To change a password, click on the name of the person and then enter a new password. You can reset anyone's password in your organisation.

Name	Position	Email	Mobile	Status
<a href="#">Boneham, Anna</a>	Student Volunteer Manager	volunteers@bath.ac.uk		Active
<a href="#">Hale, Joshua</a>	Volunteers Coordinator	jjh98@bath.ac.uk	01225 386385	Active

Add / edit contact

2

First name \*

Last name \*

Position / job title

Email address \*

Mobile number

Password \*

Please enter a password of between 6 and 50 characters.

Please re-type your password

Save changes Cancel

# Policies

This is where you can upload your policies so we can see how you support and safeguard volunteers:

1. Add your Volunteer Policy
2. Health and Safety Policy
3. Expenses Policy
4. Submit profile for approval

If you have one document that contains all three sections upload it three times or drop us an email if you are having an issue.

Try and remember to update your details here when you update your organisation.

Details Contacts Policies Change password

We require provider organisations to submit their Expenses Policy, Volunteer Policy, and Health and Safety Policy.

**Volunteer Policy**

1 Upload \* Choose file No file chosen

Status No document uploaded

**Health & Safety Policy**

2 Upload \* Choose file No file chosen

Status No document uploaded

**Expenses Policy**

3 Upload Choose file No file chosen

Status No document uploaded

4 Save policies

When you are registering this will say continue, click this to upload your policies and submit to us. You may need to click twice, once to add policies and once to submit to us

Your registration is complete and is pending approval by Student Volunteering.

# Submitting for approval

Once you have completed all your details you can send it to us for approval: once granted you can add opportunities.

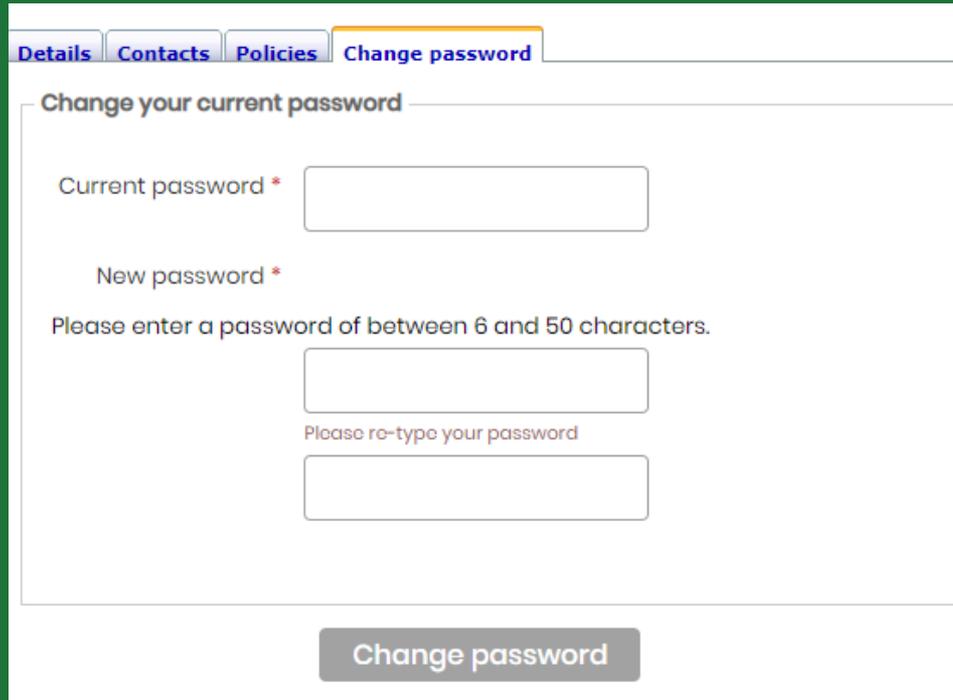
We have to manually check every profile and approve them one at a time, so at busier times there may be a slight delay.

If you have not been approved within a few days email [volunteers@bath.ac.uk](mailto:volunteers@bath.ac.uk)



# Change password

If you need to change your password here is another place you can do it:



The image shows a web interface for changing a password. At the top, there are four tabs: 'Details', 'Contacts', 'Policies', and 'Change password'. The 'Change password' tab is selected and highlighted with an orange border. Below the tabs, the heading 'Change your current password' is displayed. The form contains three input fields: 'Current password \*', 'New password \*', and a re-type field. The 'New password \*' field is accompanied by the instruction 'Please enter a password of between 6 and 50 characters.' The re-type field is labeled 'Please re-type your password'. A 'Change password' button is located at the bottom of the form.

Details Contacts Policies **Change password**

Change your current password

Current password \*

New password \*

Please enter a password of between 6 and 50 characters.

Please re-type your password

Change password

# Adding an activity (Volunteering Opportunity)

After logging into your approved account you can advertise opportunities.

Login at: <https://www.thesubath.com/volunteer/providers/login/>

1. Ensure you are on the Opportunities tab
2. Click here to add a new opportunity
3. Search existing opportunities
4. Your opportunities

The screenshot shows the 'Provider details | Opportunities' page. The user is logged in as 'SU Volunteering'. There is a 'Log out' button. A green circle '1' points to the 'Opportunities' tab. A green circle '2' points to the '+ Add new opportunity' link. A green circle '3' points to the search filters: 'Show opportunities with status' (set to 'All current') and 'Opportunity name contains' (empty text box). A green circle '4' points to the search results table.

8 activities match your filter.

	Name	Status	Display until
0736	<a href="#">Be Well: Woodland Walk</a>	Active	09 Oct 2018
0801	<a href="#">Become a Dementia Friend</a>	Active	08 Feb 2019
0813	<a href="#">Become a Dementia Friend</a>	Active	13 Feb 2019

# Adding an activity page

When you want to add an activity this is what you will see:

1. The main opportunity
2. What do users need to know
3. The dates of the opportunities
4. Who are you looking for?
5. What type of volunteering
6. What will the students gain?
7. Save the opportunity and submit to us for approval.

The screenshot shows a web application interface for adding an activity. At the top, there is a navigation bar with the following elements: 'Provider details | Opportunities | Logged in as SU Volunteering'. A 'Log out' button is located to the right of the navigation bar. Below the navigation bar, there is a horizontal menu with seven items: 'Opportunity', 'Details', 'Dates / Applying', 'Volunteers', 'Activity types', 'Employability skills', and 'Save Changes'. Each item is numbered from 1 to 7 in a green circle. The main form area contains the following fields: 'Role Title \*' (text input), 'Role Summary \*' (text area with a blue question mark icon), a note below the text area stating 'The role summary is displayed on the Browse Opportunities page.', 'Contact person \*' (dropdown menu showing 'Hale, Joshua'), and 'Number of volunteers required \*' (text input). A 'Continue' button is located at the bottom of the form.

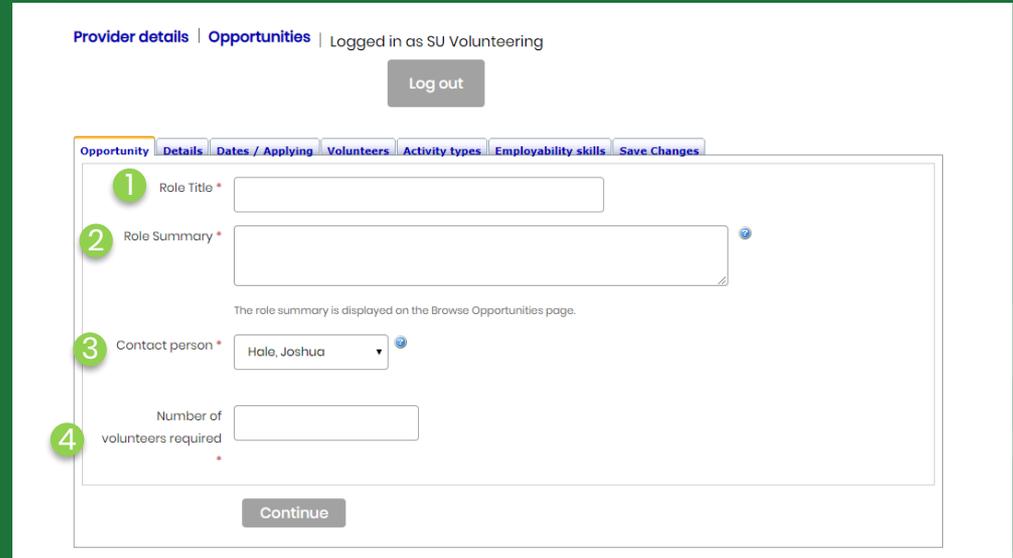
# Adding an activity page

This is where you enter the basic details that the volunteer will see from the recruitment page:

1. What is the role you need?
2. Short description of the role this will display on the advert.
3. Who will receive the notifications about the role?
4. How many volunteers do you want.

Once you have finished this page click Continue

When naming the role avoid letting people assume they need specific skills or if they do make it clear in the role description.



The screenshot shows a web application interface for adding an activity page. At the top, there is a navigation bar with the text "Provider details | Opportunities | Logged in as SU Volunteering" and a "Log out" button. Below the navigation bar, there is a tabbed interface with tabs for "Opportunity", "Details", "Dates / Applying", "Volunteers", "Activity types", "Employability skills", and "Save Changes". The "Details" tab is active. The form contains four numbered steps: 1. "Role Title" with a text input field. 2. "Role Summary" with a text area and a note: "The role summary is displayed on the Browse Opportunities page." 3. "Contact person" with a dropdown menu showing "Hale, Joshua". 4. "Number of volunteers required" with a text input field. A "Continue" button is located at the bottom of the form.

# Adding an activity page

What does the opportunity entail?:

1. What will the volunteer gain from this experience?
2. How will they help others?
3. Do they need a DBS?
4. How many hours a week?
5. Where will they be volunteering
6. How can they get to you?
7. Will there be mandatory training?

Once you have finished this page click next.

Opportunity | Details | Dates / Applying | Volunteers | Activity types | Employability skills | Save Changes

This information will appear to students when they browse through opportunities. Use the below boxes to go into more detail, and they will see this information when they click onto the opportunity.

- 1 Benefits to Self \*  0/500
- 2 Benefits to Others \*  0/500
- 3 DBS required? \*
- 4 Hours per week \*
- 5 Location \*
- 6 Transport information  0/500
- 7 Training information  0/500

Back Next

# Adding an activity page

When is the opportunity:

1. When will the opportunity take place?
2. When is the application deadline?
3. When do you want it on the website? You can upload an opportunity now to show later or you can log back in and change the display date.
4. You can add an automated response that volunteers will receive after they click to express interest.

Once you have finished this page click Next.

The screenshot shows a web form with a navigation bar at the top containing tabs: Opportunity, Details, Dates / Applying, Volunteers, Activity types, Employability skills, and Save Changes. Below the navigation bar, a message states: "The dates control the listing on Browse Opportunities. All dates are optional." A blue-bordered box contains the text: "This opportunity is ongoing, with no end date. Volunteers can apply at any time." The form is divided into several sections:

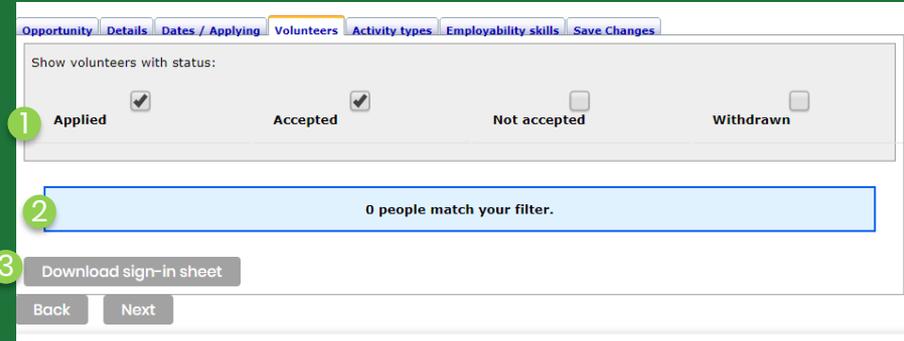
- Activity dates:** Contains a "Start & end dates" field (callout 1) and a "Deadline for applications" field (callout 2).
- Display dates:** Contains a "Date range" field (callout 3) and a "Take off display" button.
- Acknowledgement email:** A text area for entering a message to be included in the acknowledgement email sent to volunteers when they apply (callout 4).

At the bottom of the form are "Back" and "Next" buttons.

# Your Volunteers:

When is the opportunity:

1. Here is how you sort through your interested volunteers.
2. This is where you will see who is interested in your opportunity. You will be provided with their name, email and phone. Next to each person will be a red and green circle. Use green to accept the volunteer and red to reject. This lets us know how many people we have in the community.
3. Here you can download your accepted volunteers and their next of kin information.



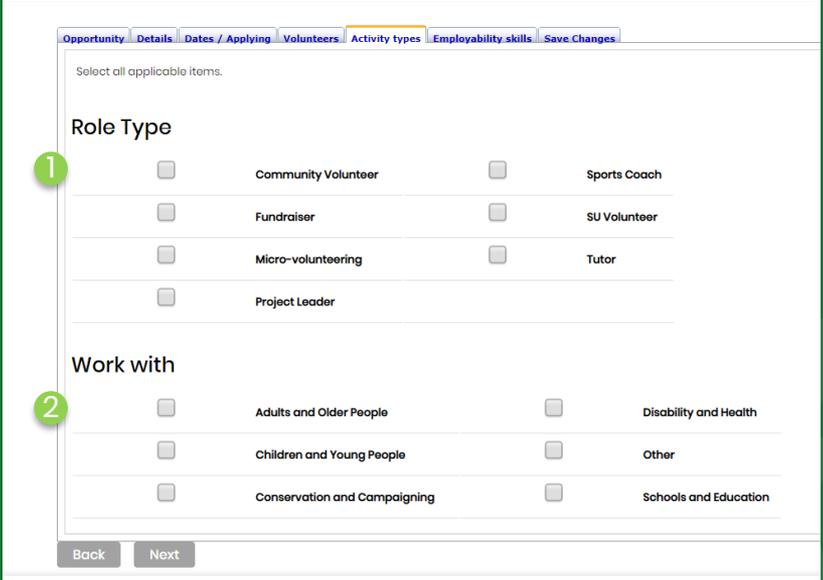
The screenshot shows a web interface for managing volunteers. At the top, there are tabs: Opportunity, Details, Dates / Applying, Volunteers (highlighted), Activity types, Employability skills, and Save Changes. Below the tabs is a section titled 'Show volunteers with status:' containing four filter options: 'Applied' with a checked checkbox, 'Accepted' with a checked checkbox, 'Not accepted' with an unchecked checkbox, and 'Withdrawn' with an unchecked checkbox. A green circle with the number '1' is next to the 'Applied' filter. Below this is a blue-bordered box containing the text '0 people match your filter.' A green circle with the number '2' is next to this box. Below the box is a button labeled 'Download sign-in sheet' with a green circle and the number '3' next to it. At the bottom of the interface are two buttons: 'Back' and 'Next'.

Once you have finished this page click next.

# Activity Type

Where would you like to come up in filters?

1. What is the role type? Usually for an external charity it will be Community Volunteer or Fundraiser.
2. Who will the volunteers predominantly be working with or supporting?



The screenshot shows a web form with a navigation bar at the top containing tabs: Opportunity, Details, Dates / Applying, Volunteers, Activity types (highlighted), Employability skills, and Save Changes. Below the navigation bar, the text 'Select all applicable items.' is displayed. The form is divided into two sections: 'Role Type' and 'Work with'. The 'Role Type' section has a green circle with the number '1' next to it and contains five rows of checkboxes: Community Volunteer, Fundraiser, Micro-volunteering, Project Leader, and Sports Coach. The 'Work with' section has a green circle with the number '2' next to it and contains three rows of checkboxes: Adults and Older People, Children and Young People, Conservation and Campaigning, Disability and Health, Other, and Schools and Education. At the bottom of the form are 'Back' and 'Next' buttons.

Role Type			
<input type="checkbox"/>	Community Volunteer	<input type="checkbox"/>	Sports Coach
<input type="checkbox"/>	Fundraiser	<input type="checkbox"/>	SU Volunteer
<input type="checkbox"/>	Micro-volunteering	<input type="checkbox"/>	Tutor
<input type="checkbox"/>	Project Leader		

Work with			
<input type="checkbox"/>	Adults and Older People	<input type="checkbox"/>	Disability and Health
<input type="checkbox"/>	Children and Young People	<input type="checkbox"/>	Other
<input type="checkbox"/>	Conservation and Campaigning	<input type="checkbox"/>	Schools and Education

# Employability skills

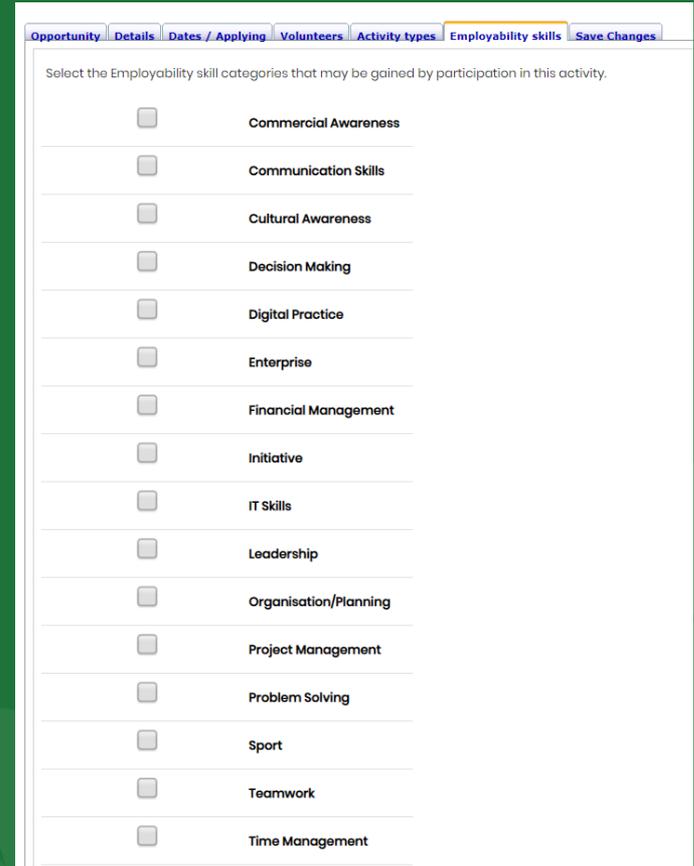
Final step!

This page is about the skills the volunteer will develop.

Once you have finished the page click the Save Changes tab and this will submit the form to us for approval.

Once approved volunteers will be able to sign up.

Check regularly for interest and keep in touch with them.



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Opportunity, Details, Dates / Applying, Volunteers, Activity types, **Employability skills**, and Save Changes. Below the navigation bar, there is a heading: "Select the Employability skill categories that may be gained by participation in this activity." The main content area is a list of 15 skill categories, each with an unchecked checkbox to its left:

- Commercial Awareness
- Communication Skills
- Cultural Awareness
- Decision Making
- Digital Practice
- Enterprise
- Financial Management
- Initiative
- IT Skills
- Leadership
- Organisation/Planning
- Project Management
- Problem Solving
- Sport
- Teamwork
- Time Management

# Logging hours and awards

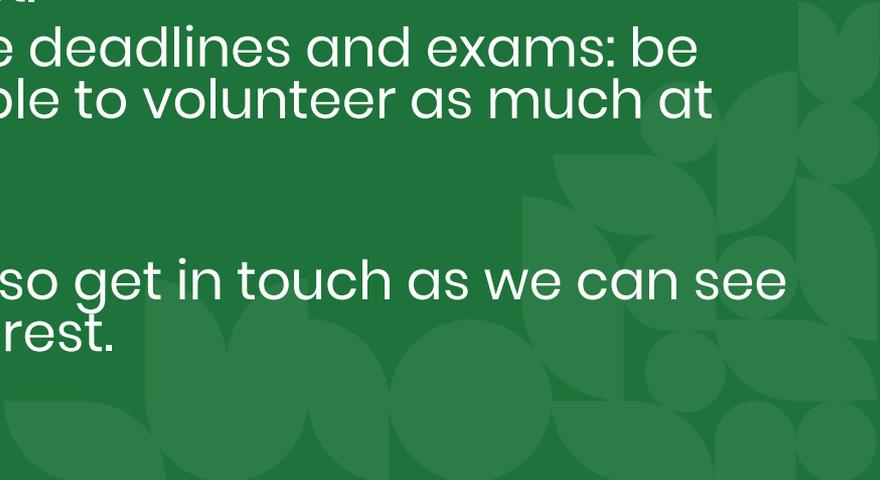
Our volunteers can log hours and work towards awards on our system.

Please encourage them to log their hours at:

<https://www.thesubath.com/volunteer/hours/>



# Top Tips

- Be clear about what the role involves and don't over sell it
  - Don't put up open ended adverts. Using a deadline will speed up applications: without one people may put off applying.
  - Use a logo as it will attract students' attention to your advert.
  - Stay in touch with the volunteers and send them a personalised email when they express interest.
  - Remember that volunteers have deadlines and exams: be mindful that they may not be able to volunteer as much at certain times.
  - If you are stuck ask us for help.
  - If you are struggling to recruit also get in touch as we can see what we can do to drum up interest.
- 

# Re-registering after and SU Update – Annually

- Log in to your profile:
- <https://www.thesubath.com/volunteer/providers/login/>
- Check all your details are correct and up to date
- Check all your users are still with your organisation
- Check your policies are up to date
- At the bottom of the polices tab click Save changes and it will resubmit for re-approval.

# Say hello

**Volunteers@bath.ac.uk**

**01225 38 6385**

**thesubath.com**

 @thesubath

 @thesubath

 @thesubath

