Volunteering Module Guide.

How to register and advertise your opportunities

**THE
SU
BATH**

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

SU THE SU BATH

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/

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** ① 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 ② **volunteers@bath.ac.uk**

For help on how to use the Volunteering Opportunities Database, **check out our guide** ③

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** ④

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

⑤ [Volunteer Recruitment Terms and Conditions]

⑥ Log in

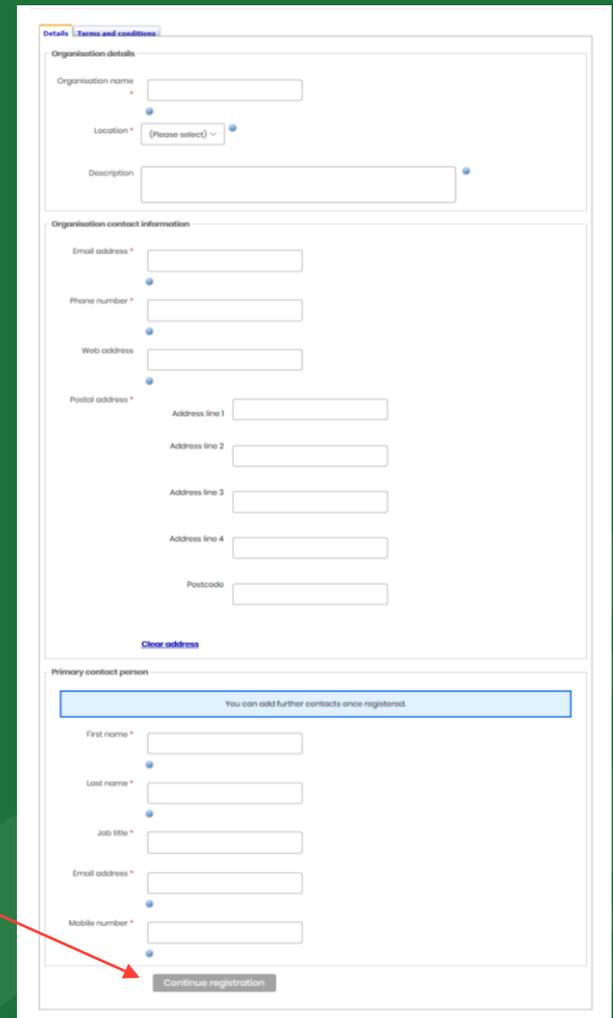Enter the email address and password you chose during registration.

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.
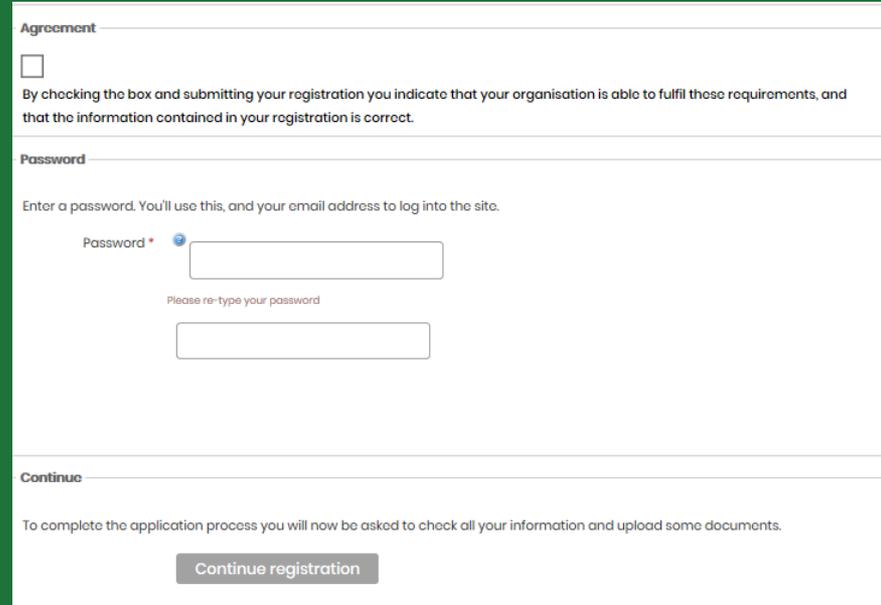- Once you have done this click Continue registration

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.

At this stage you can log out and continue the registration at another time
*Currently you 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.

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

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.

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.

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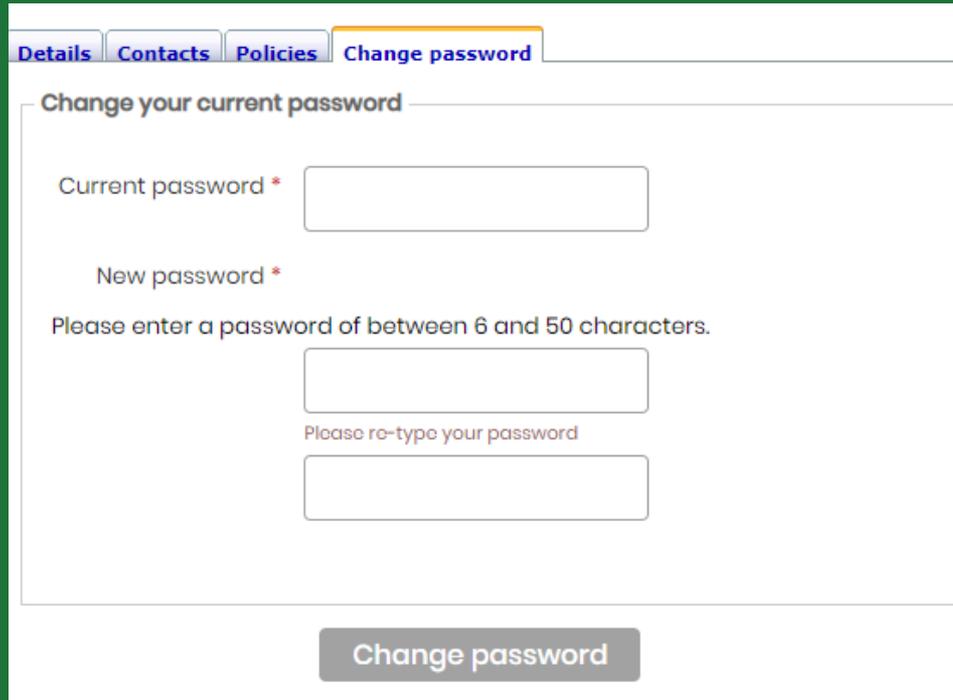
We have to manually check every profile and approve them one at a time, so at busier times there may be a slight delay.

If you have not been approved within a few days email volunteers@bath.ac.uk

Change password

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

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

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?
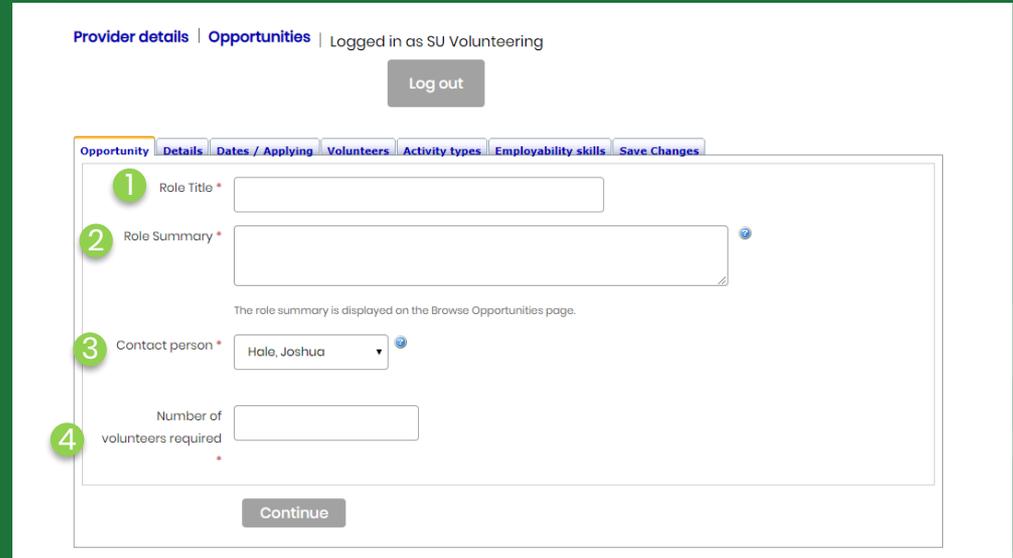7. Save the opportunity and submit to us for approval.

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.

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.

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.

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.
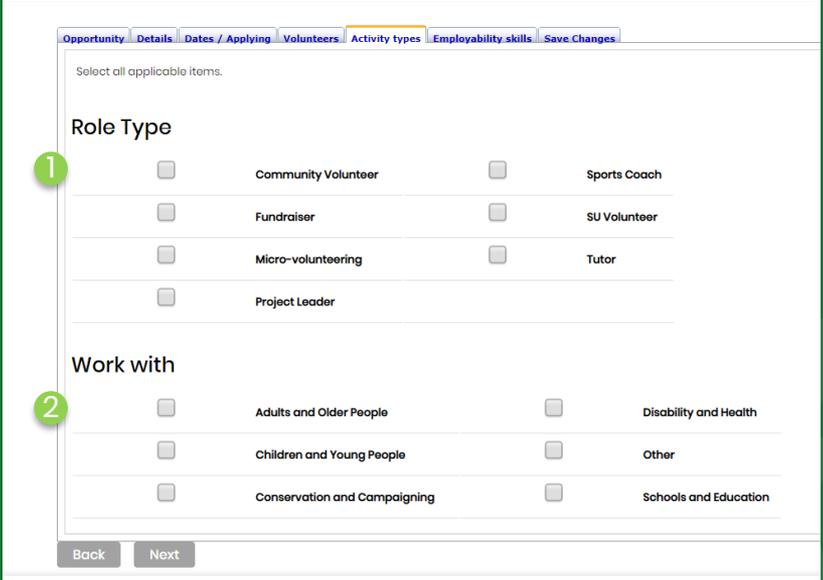

Once you have finished this page click next.

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?

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.

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.
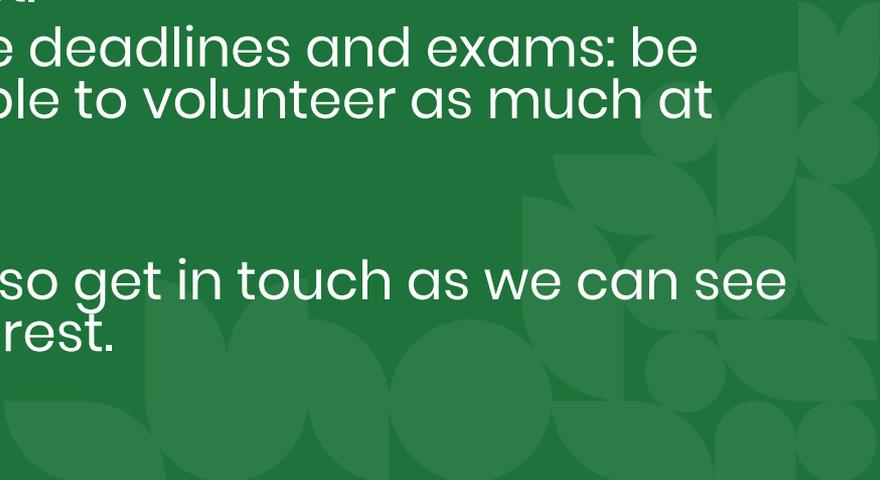
Re-registering after and SU Update – Annually

- 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

f @thesubath   @thesubath   @thesubath

SU
THE SU
UNIVERSITY
OF BATH