

## **Core Functions of Volunteer Centre Swindon**

### **Brokerage**

Volunteer Centre Swindon's primary function is to match individuals and groups interested in volunteering with appropriate opportunities in the local community. Potential volunteers can meet with us face-to-face during our weekday drop in sessions, over the telephone, or through the internet, either through our own site or through the national volunteering website [www.do-it.org.uk](http://www.do-it.org.uk)

This enables us to have a number of different ways to advertise your volunteering opportunities to potential volunteers, therefore the more information you can give us about your opportunities the better. We would also be grateful if you could update us of any changes you have made as soon as possible to save any confusion for the volunteer.

We stay in contact with the potential volunteers who enquire about opportunities in the form of a "Latest Vacancies" flyer every two months, with details of new opportunities of organisations that have expressed a need to recruit volunteers more quickly.

### **Marketing Volunteering**

Volunteer Centre Swindon is committed to raising awareness about volunteering in general, along with marketing specific opportunities. We promote and market volunteering through local, regional and national events. We also work with the local media to advertise any events that are taking place. We use our contacts with local businesses to raise awareness and to encourage employee volunteering.

### **Good Practice Development**

Volunteer Centre Swindon promotes good practice in working with volunteers to all volunteer-involving organisations.

We hold a volunteer organisers' forum for those responsible for the recruitment and management of volunteers on a quarterly basis, publish a newsletter four times a year and run or promote training courses on relevant topics. If there is a topic you would like training on, please feel talk to us about it. We have produced short guides on:

- Good Practice on Involving Volunteers

- Volunteering Rights and Responsibilities

If you would like a copy of these please let us know. We hold a list of useful websites that give information about good practice. We will also speak to individual organisations about any volunteering issues they may have.

## Developing Volunteering Opportunities

Volunteer Centre Swindon works with statutory, voluntary and community groups to develop local volunteering opportunities.

If you are unsure of the most appropriate volunteer recruitment procedure for your organisation we will be happy to talk to you about the kinds of systems you may wish to adopt. We develop regular volunteering opportunities, team challenges, skills bank tasks and trustee roles.

**Please be aware that we do not take out references or do any other vetting of volunteers who approach us.**

## Policy Response and Campaigning

Volunteer Centres identify proposals or legislation that may impact on volunteering. We will try to update you on any issues that may affect you or your volunteers in the form of our newsletter or mail shot.

Volunteer Centre Swindon works within Swindon and Wiltshire and both have local compact agreements with associated volunteering codes of practice. We try to ensure these principles are put into practice. We also actively campaign on behalf of volunteers and volunteering, for example age discrimination.

We also have some sample policies you may find useful.

## Strategic development of Volunteering

As the local experts on volunteering, Volunteer Centre Swindon is involved in strategic thinking and planning at a sub regional level. As members of Volunteering England, the national volunteering development organisation for England, we feed into work being done at a national level.